



Arkansas Administrative StateWide Information System

The Users Guide To

STRATEGIC ENTERPRISE MANAGEMENT BUSINESS PLANNING AND SIMULATION ANNUAL OVERVIEW COURSE

COURSE ID: ???????????



Strategic Enterprise Management (SEM) Annual Overview

This is the Annual Overview Course for the SAP Module that the State uses for its Performance Budgeting & Accountability System (PBAS)

The Annual Operations Plan is prepared with this functionality

This Module is used to store both financial data & performance data which operates outside the AASIS System and therefore provides the State with the flexibility needed to prepare budgets and not impact day to day operations.



CURRICULUM OVERVIEW

The units that make up the SEM-BPS Annual Training curriculum are shown at right.

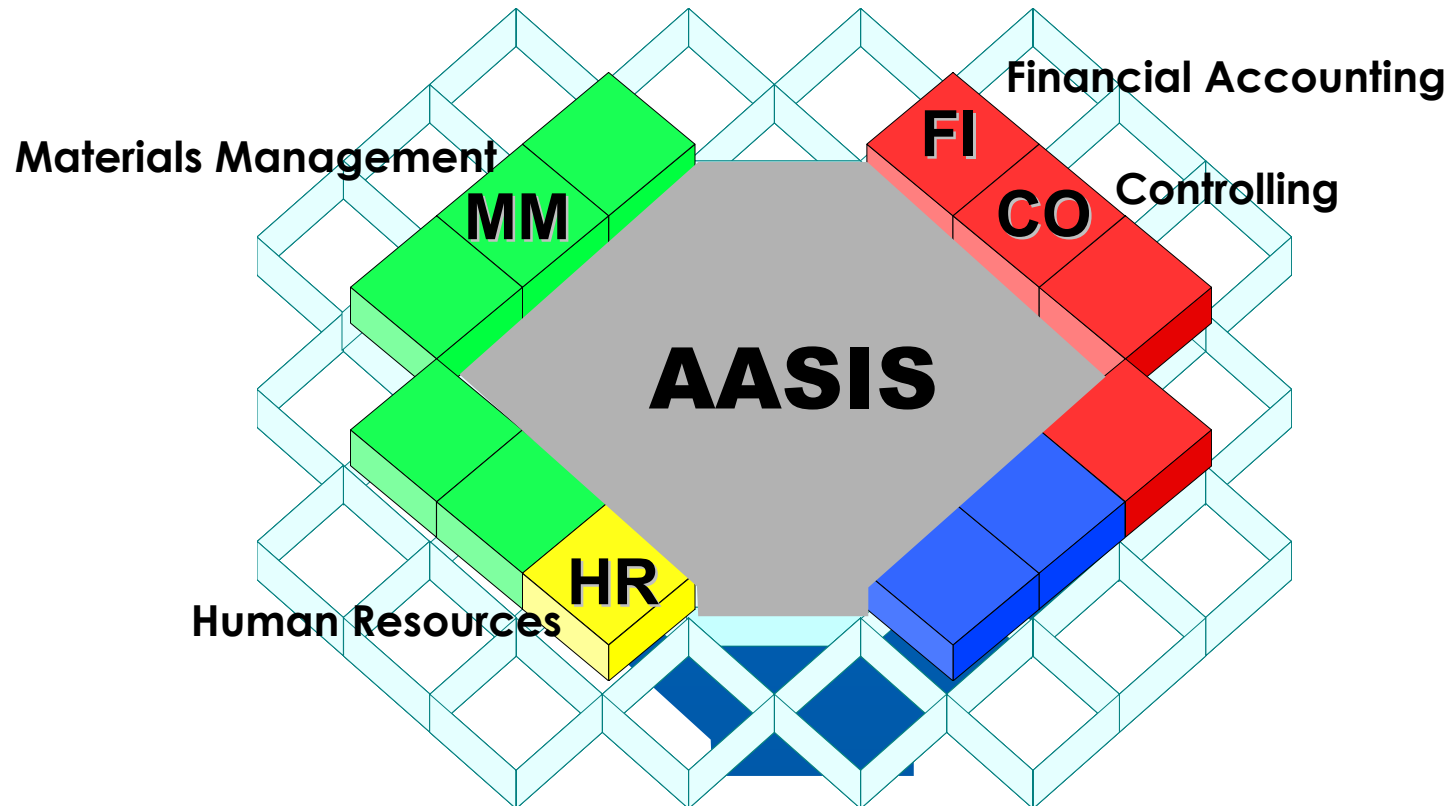
Agency users who require only the ability to run Annual BW reports will take the Overview and Annual BW Reporting.

- **OVERVIEW**
- **ANNUAL COST CENTER**
- **ANNUAL POSITION**
- **ANNUAL VALIDATION**
- **ANNUAL BW REPORTING**

OVERVIEW - TABLE OF CONTENTS

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THE R/3 (AASIS) APPLICATIONS



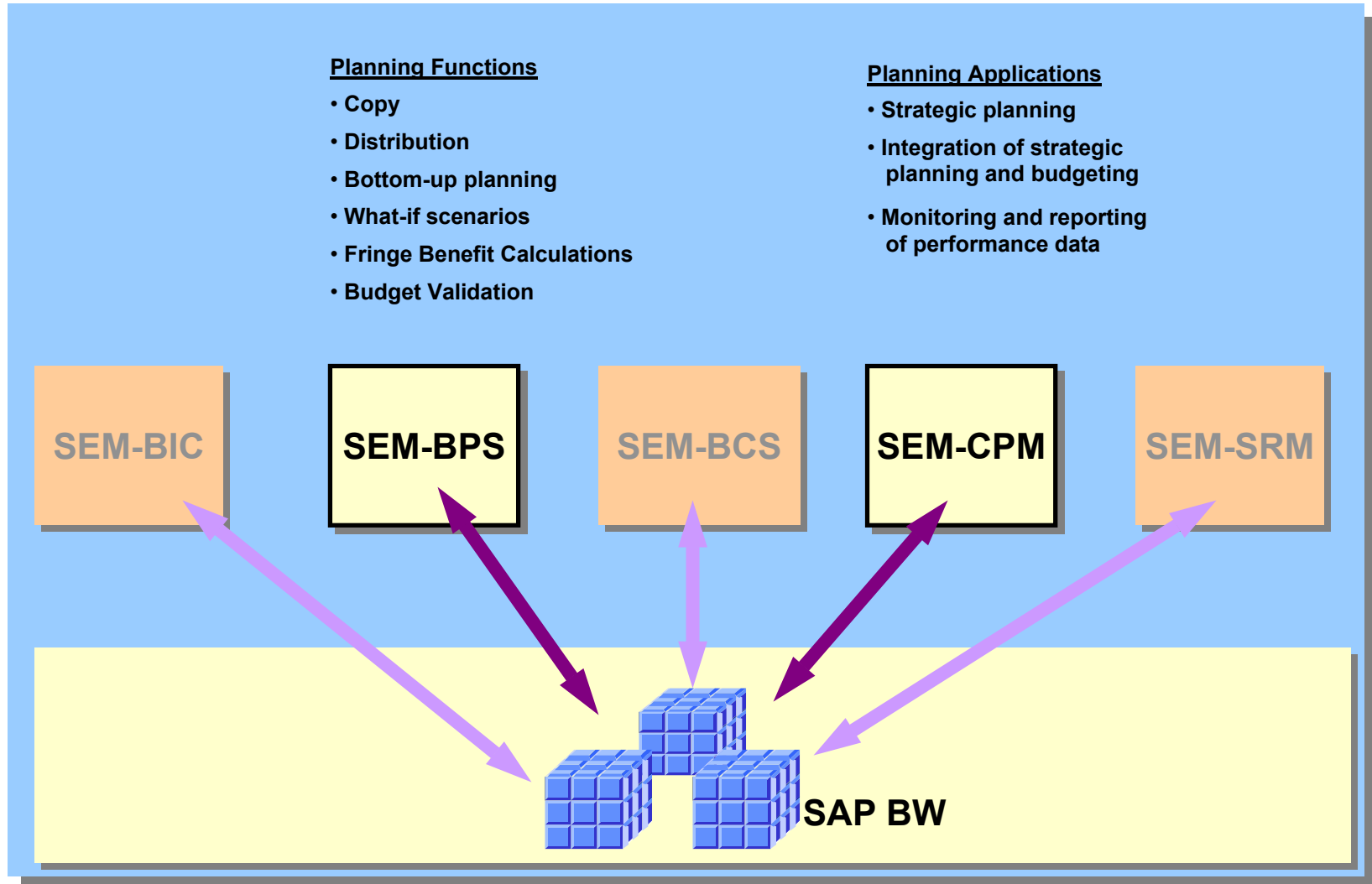
Financial Accounting (FI) – includes Funds Management Module

Controlling (CO) – includes Project Systems

Materials Management (MM)

Human Resources (HR)

SAP SEM BPS (Business Planning and Simulation)



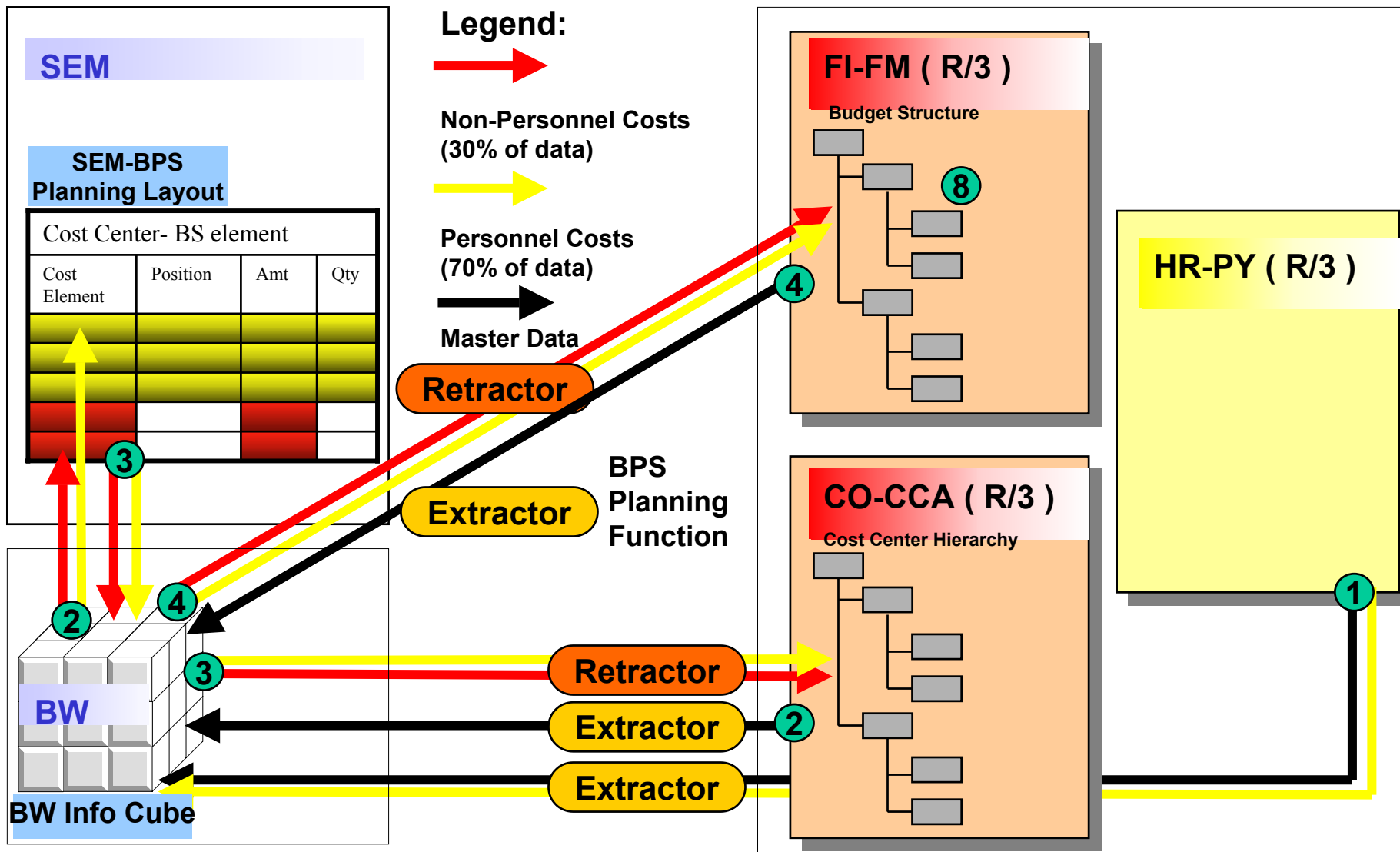


There are two components within the Strategic Enterprise Management Module that are being used by the State.

The Business Planning & Simulation (BPS) component is used to prepare the financial data required to complete an Annual Plan and the Biennial Request.

The Corporate Performance Monitor (CPM) component will be used to prepare performance data – such as Strategic Plans, targets, measures and results.

SEM, BW and R/3 CURRENT DESIGN





Much like the old budget legacy systems, BPS is built by “extracting” data from AASIS and once the annual/biennial processes are finished that data will be “retracted” back into AASIS.

- * Information will be extracted from AASIS Modules on March 31st

- * Position information will be extracted from the HR Module

- * Cost center & WBS master data will be extracted from the Controlling Module & Project Systems

- * Finance Master Data (fund, funds centers, cost elements, etc) as well as FY04 authorized budget amounts will be extracted from the FI-Funds Management Module

Once completed the Annual Operations Plans that have been prepared at the cost element/cost center level will be “retracted” to the Controlling Module. During the year agencies can compare actual expenditures to the AOP for cost centers by running Cost Centers: Actual/Plan Variance Report (S_ALR_87013611). AOP prepared at the cost element/WBS level will be “retracted” to Project Systems. During the year agencies can compare actual expenditures to the AOP for WBS elements by running the WBS: Actual/Plan Comparison:Periods Report (S_ALR_87013544). **ONLY HEALTH DEPT**

Prior to the beginning of each biennium, recommended positions will be “retracted” to the HR Module (need position control report) and authorized budget amounts will be “retracted” to the FM Module (Y_DEV_80000004).



STATE OF ARKANSAS BUDGET PLANNING PERIODS

BUDGET PLANNING PERIODS

Biennial

2003 - 05 = July 1, 2003 - June 30, 2005

2005 - 07 = July 1, 2005 - June 30, 2007

Annual

FY03 = July 1, 2002 - June 30, 2003

FY04 = July 1, 2003 - June 30, 2004

FY05 = July 1, 2004 - June 30, 2005

Base Level for 2003-2005

Retracted for Annual Planning



The State has 2 budget planning periods:

BIENNIAL – 2 year period with fiscal years that begin on July 1st and end on June 30th

ANNUAL – 1 year period that begins on July 1st and ends on June 30th

The first annual budget prepared in BPS was for FY03

The first biennial budget prepared in BPS was for 2003-2005

Agencies will begin preparation of the FY04 Annual Operations Plan (AOP) in **April, 2003** and will be completed in **May, 2003**.

The FY03 AOP became the “Base” or starting point for agencies to prepare a biennial budget request for the 2003-05 biennium.

The final actions of the 84th General Assembly for the 2003-05 biennium will be reflected in BPS and used by the agencies to prepare AOP for FY04 and FY05.



R/3 (AASIS) FI & HR TERMS REVIEW



FI TERMS

<u>TERM</u>	<u>DEFINITION</u>
FUND	7 DIGIT CODE REPRESENTING CASH AND TREASURY FUNDS
FUNDS CENTER	CODE THAT REPRESENTS THE LEGAL SPENDING AUTHORITY IN AN APPROPRIATION ACT AND ESTABLISHES BUDGET CONTROL
SUB FUNDS CENTER	MISCELLANEOUS COMMITMENT ITEM
COMMITMENT ITEM	BREAKDOWN OF EXPENSE CATEGORIES OF AN AGENCY'S APPROPRIATION (5020002 = OPERATING EXPENSES)
COST ELEMENT (GL CODE)	MASTER RECORD DESCRIPTION OF REVENUE AND EXPENDITURES
COST CENTER	ORGANIZATIONAL STRUCTURE OF AGENCY
WORK BREAKDOWN STRUCTURE	REPRESENTS GRANT AND CONSTRUCTION ACTIVITIES OF AN AGENCY
FUNCTIONAL AREA	REPRESENTS CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) PROGRAMS
BUDGET QUAD	FUND+FUNDS CENTER+ COMMITMENT ITEM+ FUNCTIONAL AREA



HR TERMS

<u>TERM</u>	<u>DEFINITION</u>
BUSINESS AREA	4 DIGIT AGENCY NUMBER WITH LEADING ZERO (EX. 0610)
POSITION NUMBER	8 DIGITS (EX. 22080157)
JOB (SHORT DESCRIPTION)	4 DIGIT CLASS CODE (EX. K153, 9906) (CASE SENSITIVE ON SEARCH)
JOB (MEDIUM DESCRIPTION)	CLASSIFICATION TITLE DESCRIPTION (EX. SECRETARY II) (CASE SENSITIVE SEARCH) EVERY JOB (CLASS CODE) HAS AN 8 DIGIT SAP NUMBER ASSIGNMENT (EX. K153 - 21669779)
CLASSIFICATION UPGRADE / DOWNGRADE	STATEWIDE GRADE CHANGE OF A CLASSIFICATION
POSITION RECLASSIFICATION	CHANGE AUTHORIZED CLASSIFICATION OF AN INDIVIDUAL POSITION
CLASSIFIED	GRADES 1 - 26
UNCLASSIFIED	GRADES 99 & 66



HR TERMS (continued)

TERM

DEFINITION

PAY GRADE

GRADE ASSIGNED TO A JOB

JOB

CLASSIFICATION

CLIP

CAREER LADDER INCENTIVE PLAN

ADDITIONAL POSITION *

X6100001

X = ADDITIONAL

610 = AGENCY NUMBER (USE YOUR AGENCY #)

0001 – 9999 = SEQUENTIAL NUMBER

* In the annual process, new positions agencies received during the biennial budget process will be represented with the same “X” position number. These position numbers will be converted to a regular position number when retracted back to the HR Module.



BUSINESS WAREHOUSE (BW) TERMS



BUSINESS WAREHOUSE (BW) TERMS

TERM

BUSINESS EXPLORER (BEx)
ANALYZER

WORKBOOK

VARIABLE

REFRESH

DEFINITION

REPORTING TOOL FOR BPS; HOW USERS
REQUEST REPORTS; THEY DO NOT HAVE TO
BE PRINTED, USER CAN VIEW THEM ONLINE

DESIGNED REPORTS THAT ALL AGENCIES USE
(EX. SALARY PROJECTION REPORT)

USED FOR DATA RESTRICTION WHEN
EXECUTING A REPORT (EX. VIEW POSITIONS
IN A COST CENTER RANGE RATHER THAN
ENTIRE AGENCY)

FUNCTION TO ACCESS THE MOST CURRENT
DATA IN BPS



HR TERMS FOR BW REPORTING

<u>TERM</u>	<u>DEFINITION</u>
PAY GRADE	GRADE ASSIGNED TO A JOB (NON-CLASSIFIED JOBS WILL HAVE THE 4 DIGIT CLASS CODE IN THE PAY GRADE FIELD)
PAY GRADE LEVEL	01
PAY GRADE TYPE	01 - CLASSIFIED (GRADES 1-26) 02 - NON-CLASSIFIED (GRADES 99 & 66) 03 - EXTRA HELP
GRADE REGION	01
COUNTRY GROUPING	10

IMPORTANT NOTE: Because both HR and FI use one system, each extra help position will be reflected on the position layouts. It was necessary to include extra help on the position layouts in order to calculate fringe benefits and to assist with biennium conversion efforts.

It is not necessary to budget an amount on each extra help position, but the amount on each extra help position budgeted should not exceed the Social Security maximum salary threshold.



Strategic Enterprise Management Business Planning and Simulation (SEM-BPS) Terms



SEM-BPS TERMS

<u>TERM</u>	<u>DEFINITION</u>
VERSION	PHASES OF BIENNIAL OR ANNUAL BUDGET PROCESS
SCENARIO	ACTIVE AND “WHAT IF” PLANNING FOR MANAGERS/DIRECTORS TO USE IN DECISION MAKING PROCESS
VARIABLE	USED FOR DATA RESTRICTION WHEN EXECUTING FUNCTIONS OR SEQUENCES
PLANNING PROFILE	ANNUAL OR BIENNIAL; REPRESENTS THE AGENCY & DFA
PLANNING AREA	HIGHEST LEVEL OF THE PLANNING ARCHITECTURE - INFO CUBE USED BY STATE FOR ANNUAL/BIENNIAL PROCESSES
PLANNING LEVEL	SECOND LEVEL OF THE PLANNING ARCHITECTURE - FIELDS (POSITIONS, COST CENTERS) WITHIN THE INFO CUBE
PLANNING PACKAGE	LOWEST LEVEL OF THE PLANNING ARCHITECTURE - VALUES USED BY THE PLANNING LEVEL; ONE TO ONE RELATIONSHIP WITH PLANNING LEVELS
PLANNING LAYOUT	SCREEN USED FOR PLANNING - POSITION, COST CENTER, OR WBS; DATA ENTRY
PLANNING FUNCTIONS	PREDEFINED MACROS THAT HAVE BEEN WRITTEN TO DO SUCH THINGS AS CALCULATE FRINGE BENEFITS OR CHANGE COST CENTERS



SEM-BPS ANNUAL PLANNING VERSIONS

ANNUAL PLANNING VERSIONS

- Version 0A** = Current Plan; initial “extraction” of data from the HR/FI/CO modules of AASIS. Used by DFA to verify data, apply cost of living increase and update rates for fringe benefits
- Version 1A** = Agency Distributed Plan; Annual Operations Plan at the lowest level
- Includes cost of living increase
 - Career service payments
 - Changes made by agencies
 - Agencies use this version only
- Version 2A** = DFA (Office of Budget & Accounting) review of Annual Operations Plan submitted by agencies
- Version 3A** = Final Plan
- Retracted to controlling and project systems module of AASIS



SEM-BPS USER ROLES



SEM-BPS USER ROLES

ROLE

DEFINITION

State Agency Data Entry

User has the capability to produce standard Business Warehouse (BW) Annual Reports. User has the capability to enter and change data to complete the Annual Operations Plan.

State Agency Approval

User has the capability to produce standard Business Warehouse (BW) Annual Reports. User has the capability to enter and change data to complete the Annual Operations Plan. User has the ability to verify that the Annual Operations Plan does not exceed the authorized biennial budget. Approves the Annual Operations Plan prior to its submission to the DFA-Office of Budget.

State Agency BW Reporting

User will have the ability to display information in the system by having the capability to produce standard Business Warehouse (BW) Annual Reports.



SEM-BPS FUNCTIONAL DESIGN

FUNCTIONAL DESIGN: SCREEN NAVIGATION

Planning profile

You can select profiles with their associated functions:
Example: Agency Profile or the DFA Profile

Business Planning and Simulation	
Close navigation Planning Global planning sequences	
Planning profile	Technical name
Annual Agency Approval Profile	POSAGAPA
Annual Agency Profile	POSAGENA
Annual DFA standard profile	POSEXEAA
Biennial Agency Profile	POSAGENB
Biennial Agency Approval Profile	POSAGAPB
Biennial DFA standard profile	POSEXECB
DFA BPS Administrator profile	POSEXEC

Set variables

User will select necessary variable values for budgeting.

Business Planning and Simulation							
Planning Planning profile Global planning sequences							
Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0513	
AZSBP01A	Budget Preparation Annual	VCHODES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000353201	0000355200
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario	A5	
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el	0WBS_ELEMT	WBS element		

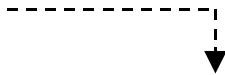
FUNCTIONAL DESIGN: SCREEN NAVIGATION

Display navigation

Displays the navigation screen with planning environment settings (planning areas, levels, and packages)

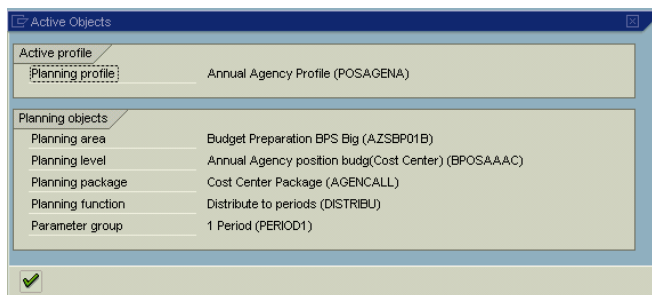
Close navigation

Displays the whole screen without planning environment settings (planning areas, levels, and packages)



Displays active objects

- Planning Profile, Area, Level, Package, Function and Group



Global planning sequences

Currently not used in SEM-BPS

FUNCTIONAL DESIGN: VARIABLES

Set variables Edit Goto Utilities Tools System Help

Business Planning and Simulation

Planning Planning profile Global planning sequences

ANNUAL VARIABLE SCREEN LAYOUT

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0513	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000353201	0000355200
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario	A5	
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el	0WBS_ELEMT	WBS element		

SET VARIABLES NAVIGATION

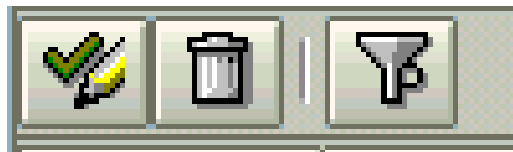
Business Planning and Simulation

Planning | Planning profile | Global planning sequences

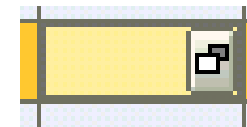


Icons used to navigate
within the Variable Layout

Plan Area	Name of planning area	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01B	Budget Preparation BPS Big	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01B	Budget Preparation BPS Big	VBUSAREA	Business Area	OBUS_AREA	Business area	0470	
AZSBP01B	Budget Preparation BPS Big	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01B	Budget Preparation BPS Big	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01B	Budget Preparation BPS Big	COSTELM	Cost Element	OCOSTELMNT	Cost element		
AZSBP01B	Budget Preparation BPS Big	FUND01	Fund	OFUND	Fund		
AZSBP01B	Budget Preparation BPS Big	FUNDS_01	Funds center	OFUNDS_CTR	Funds center		
AZSBP01B	Budget Preparation BPS Big	VJOB	Job (FROM)	OJOB	Job		
AZSBP01B	Budget Preparation BPS Big	VJOB2	Job (TO)	OJOB	Job		



SET VARIABLES TOOL BAR

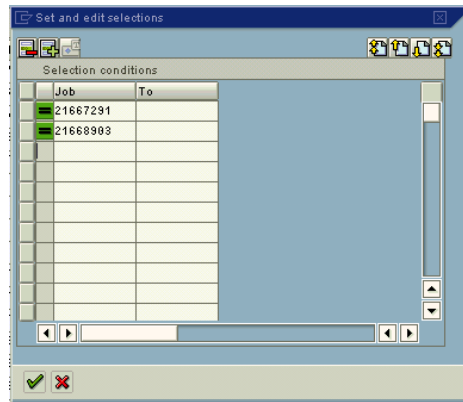


TO/FROM VALUE DROP
DOWN BOX

SET VARIABLES NAVIGATION



Set and edit your variable selections



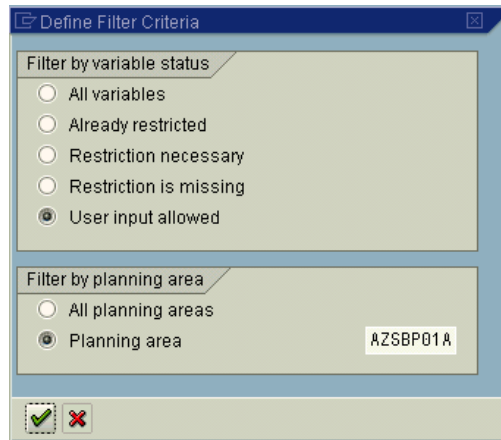
Values can not be keyed directly on the Variable Screen. The user must always place the cursor in the “From Value” column and click on the drop down box to view the drop down menu.



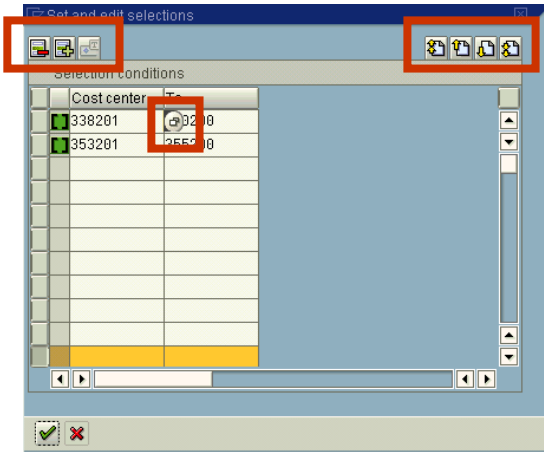
Clears selected variable



Defines filter criteria (one time setting)



SET VARIABLES NAVIGATION



Clears the content of the highlighted line



Inserts a blank line at the top of the selection conditions



First page, previous page, next page, last page on your selection conditions



Generates your personal value list. This list contains the previous items you used in your search criteria.

Cost center, Fund, Fund Center Cmp (personal value list)

Controlling area ARK
FM area ARK

Fund	Funds center	Cost center	Short Description	Medium Description	Business	Company co	Postal cod	Functional	Cost Cent	Created on
ETAO000	5222	365199			0522	ARK	72949	VTCH	365199	04/15/2002
ETAO100	701	364011			0522	ARK	72949	VTCH	364011	04/15/2002
ETBO100	707	365201			0531	ARK	72321	VTCH	365201	04/15/2002
ETCO100	709	367201			0534	ARK	72336	VTCH	367201	04/15/2002
ETEO100	715	373201			0543	ARK	71635	VTCH	373201	04/15/2002
ETFO100	713	371201			0540	ARK	72145	VTCH	371201	04/15/2002
ETNO100	721	378011			0552	ARK	72765	VTCH	378011	04/15/2002
ETOO100	736	379201			0573	ARK	71913	VTCH	379201	04/15/2002
EVAO100	056	353201			0513	ARK	72205	EDUC	353201	04/15/2002
KBH0203	674	381201			0582	ARK	71644-0600	VTCH	381201	04/15/2002

SET VARIABLES NAVIGATION

Set and edit selections

Cost center, Fund, Fund Center Cmp (personal value list)

Controlling area ARK
FM area ARK

Fund	Funds center	Cost center	Short Description	Medium Description	Business a	Company
ETA0000	5222	365199			0522	ARK
ETA0100	701	364011			0522	ARK
ETB0100	707	365201			0531	ARK
ETC0100	709	367201			0534	ARK
ETE0100	715	373201			054	
ETF0100	713	371201				
ETN0100	721	378011				
ETQ0100	736	379201				
EVA0100	056	353201				
KBH8203	674	381201				

☒ ☐ ☐ ☐ ☐ ☐ ☐

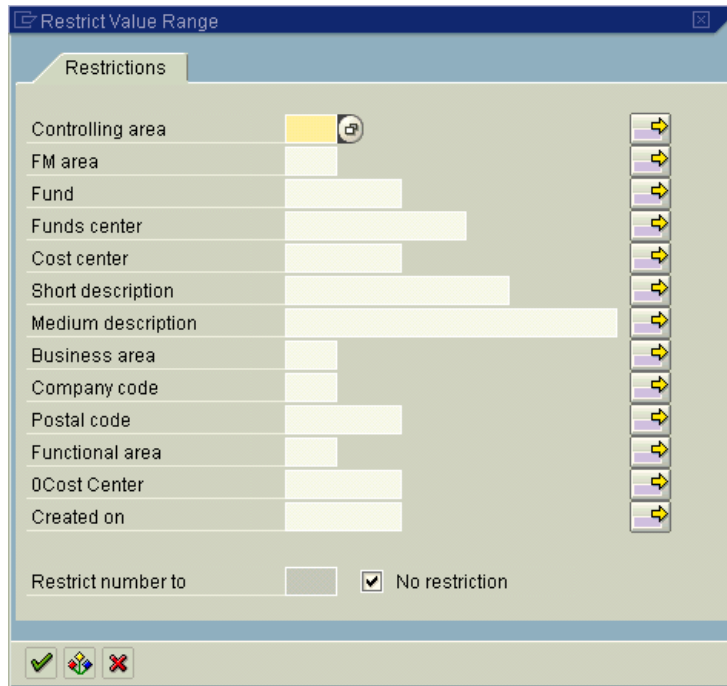
The Personal Value List tool bar provides searching capabilities within BPS. Previous selections made by the user will be displayed in the users Personal Value List.

PERSONAL VALUE LIST TOOL BAR

SET VARIABLES NAVIGATION



Filter used to narrow your search.



Restrict Value Range

Restrictions

Controlling area			
FM area			
Fund			
Funds center			
Cost center			
Short description			
Medium description			
Business area			
Company code			
Postal code			
Functional area			
OCost Center			
Created on			

Restrict number to ☒ No restriction

✓ ✖ ✕

Depending on which variable you are conducting your search on, you will have various restrictions you can use to narrow your search. Always clear the “restrict number to” and ☒ no restrictions, otherwise you will not see all your choices.



Deletes items from your personal value list. Highlight the line to delete.

SET VARIABLES NAVIGATION



List all values possible for entry

FM area	Fund	Short Description	Medium Description	Applicatio	Customer	Fund Type	Fiscal year
ARK	#	Not assigned	Not assigned				
ARK	1000000	GFC-Cash Oper	GFC-Cash Operating - (0080)	100	9980080000	GENER	
ARK	1010000	Commerativ Comm-Cash	AR Commerativ Comm-Cash-(875)	101	9980087500	GENER	
ARK	1010100	ACC-Old St House	DAH-ACC-Old St House-(875)	101	9980087500	GENER	
ARK	1010200	ACC-Trapnall Hall	DAH-ACC-Trapnall Hall-(875)	101	9980087500	GENER	
ARK	1010300	ACC-Sp Events	DAH-ACC-Sp Events-(875)	101	9980087500	GENER	
ARK	1020000	Soil & Water Cash	Soil & Water Comm-Cash-(455)	102	9980455000	SPEC	
ARK	1020100	WDF Oprs	Cash WDF-A60 Oprs-(455)	102	9980455000	SPEC	
ARK	1020200	Dam Permit Fee	Cash A60 Dam Permit Fee-(455)	102	9980455000	SPEC	
ARK	1020400	Bond Application	Cash A60 Bond Appl-(455)	102	9980455000	SPEC	
ARK	1020500	GPM Admin	Cash GPM A60 Admin-(455)	102	9980455000	SPEC	
ARK	1020600	Wet Land Tax Cr	Cash A60 Wet Land Tax Cr-(455)	102	9980455000	SPEC	
ARK	1020700	Safe Water	Cash-Safe Water-(455)	102	9980455000	SPEC	
ARK	1020800	Info/Ed Cost	Cash A60 Info/Ed Cost-(455)	102	9980455000	SPEC	
ARK	1020900	Water Well Oprs	Cash A60 Water Well Oprs-(455)	102	9980455000	SPEC	
ARK	1021000	Misc Grants	Cash A60 Misc Grants-(455)	102	9980455000	SPEC	
ARK	1021100	Tax Credit	Cash A60 Tax Credit-(455)	102	9980455000	SPEC	
ARK	1021200	Misc Fees	Cash A60 Misc Fees-(455)	102	9980455000	SPEC	
ARK	1021300	WDF Admin Fees	Cash A60 WDF Admin Fees-(455)	102	9980455000	SPEC	
ARK	1021400	Water Plan Comp	Cash A60 Wtr Pln Comp-(455)	102	9980455000	SPEC	
ARK	1021500	Non Repairain WR	CashA60 Non Repairain-(455)	102	9980455000	SPEC	
ARK	1021600	WL Midagation Bnk	Cash A60 WL Midagation Bnk-(455)	102	9980455000	SPEC	
ARK	1021700	SDW Indirect	Cash A60 Safe Drnkng Wtr-(455)	102	9980455000	SPEC	
ARK	1025000	Drinking Water FY00	Cash A55 DWSRF-10250-(455)	102	9980455000	SPEC	
ARK	1025800	DWSRF 98	Cash Safe DWSRF 98-(455)	102	9980455000	SPEC	
ARK	1025900	DWSRF 99	Cash Safe DWSRF 99-(455)	102	9980455000	SPEC	
ARK	1030000	Entertners Hall Fame	AR Entertainers Hall of Fame-(900)	103	9980900000	GENER	
ARK	1030100	AR Hall of Fame-Oprs	AR Hall of Fame-Oprs-(900)	103	9980900000	GENER	
ARK	1040000	DHS-Ctr Admin Cash	Dept of Human Svcs-Ctr Admin Cash-(710)	104	9980710000	SPEC	
ARK	1040100	Ctr Admin Cash-SAC	DHS-Ctr Admin Cash-SAC-(710)	104	9980710000	SPEC	
ARK	1040200	Ctr Admin-Vol Srv	DHS-Ctr Admin-Vol Srv-(710)	104	9980710000	SPEC	
ARK	1040300	Ctr Admin-Cash	DHS-Ctr Admin-Cash-(710)	104	9980710000	SPEC	



Find a specific entry. Click on the binoculars and enter in “Find” the item you wish to search. Put “999” in “Cancel search after hits”, otherwise you will not see all your choices.

Find

Find ☒

☐ Starting at current line
 ☐ Only on current page

Cancel search after hits:

SET VARIABLES NAVIGATION

FM area	Fund	Short Description	Medium Description	Applicatio	Customer	Fund Type	Fiscal yea
#		Not assigned	Not assigned				
ARK	1000000	GFC-Cash Oper	GFC-Cash Operating - (0080)	100	998008000	GENER	
ARK	1010000	Commeratv Comm-Cash	AR Commerative Comm-Cash-(875)	101	9980087500	GENER	
ARK	1010100	ACC-Old St House	DAH-ACC-Old St House-(875)	101	9980087500	GENER	
ARK	1010200	ACC-Trapnall Hall	DAH-ACC-Trapnall Hall-(875)	101	9980087500	GENER	
ARK	1010300	ACC-Sp Events	DAH-ACC-Sp Events-(875)	101	9980087500	GENER	
ARK	1020000	Soil & Water Cash	Soil & Water Comm-Cash-(455)	102	998045500	SPEC	
ARK	1020100	WDF Oprs	Cash WDF-A60 Oprs-(455)	102	998045500	SPEC	
ARK	1020200	Dam Permit Fee	Cash A60 Dam Permit Fee-(455)	102	998045500	SPEC	
ARK	1020400	Bond Application	Cash A60 Bond Appl-(455)	102	998045500	SPEC	
ARK	1020500	GPM Admin	Cash GPM A60 Admin-(455)	102	998045500	SPEC	
ARK	1020600	Wet Land Tax Cr	Cash A60 Wet Land Tax Cr-(455)	102	998045500	SPEC	
ARK	1020700	Safe Water	Cash-Safe Water-(455)	102	998045500	SPEC	
ARK	1020800	Info/Ed Cost	Cash A60 Info/Ed Cost-(455)	102	998045500	SPEC	
ARK	1020900	Water Well Oprs	Cash A60 Water Well Oprs-(455)	102	998045500	SPEC	
ARK	1021000	Misc Grants	Cash A60 Misc Grants-(455)	102	998045500	SPEC	
ARK	1021100	Tax Credit	Cash A60 Tax Credit-(455)	102	998045500	SPEC	
ARK	1021200	Misc Fees	Cash A60 Misc Fees-(455)	102	998045500	SPEC	
ARK	1021300	WDF Admin Fees	Cash A60 WDF Admin Fees-(455)	102	998045500	SPEC	
ARK	1021400	Water Plan Comp	Cash A60 Wtr Pln Comp-(455)	102	998045500	SPEC	
ARK	1021500	Non Reparain WR	CashA60 Non Reparain-(455)	102	998045500	SPEC	
ARK	1021600	WL Midagation Bnk	Cash A60 WL Midagation Bnk-(455)	102	998045500	SPEC	
ARK	1021700	SDW Indirect	Cash A60 Safe Drnkg Wtr-(455)	102	998045500	SPEC	
ARK	1025000	Drinking Water FY00	Cash A55 DWSRF-10250-(455)	102	998045500	SPEC	
ARK	1025000	DWSRF 98	Cash Safe DWSRF 98-(455)	102	998045500	SPEC	
ARK	1025900	DWSRF 99	Cash Safe DWSRF 99-(455)	102	998045500	SPEC	
ARK	1030000	Entertners Hall Fame	AR Entertainers Hall of Fame-(900)	103	998090000	GENER	
ARK	1030100	AR Hall of Fame-Oprs	AR Hall of Fame-Oprs-(900)	103	998090000	GENER	
ARK	1040000	DHS-Ctr Admin Cash	Dept of Human Svcs-Ctr Admin Cash-(710)	104	998071000	SPEC	
ARK	1040100	Ctr Admin Cash-SAC	DHS-Ctr Admin Cash-SAC-(710)	104	998071000	SPEC	
ARK	1040200	Ctr Admin-Vol Srv	DHS-Ctr Admin-Vol Srv-(710)	104	998071000	SPEC	
ARK	1040300	Ctr Admin-Cash	DHS-Ctr Admin-Cash-(710)	104	998071000	SPEC	

The Global icon lists all values possible. After accessing all possible values, the tool bar can be used to access data.

ALL POSSIBLE ENTRIES LIST TOOL BAR

SET VARIABLES NAVIGATION



Filter used to narrow your search.



Adds choices to your personal value list. Highlight the line you wish to add and click on this icon.

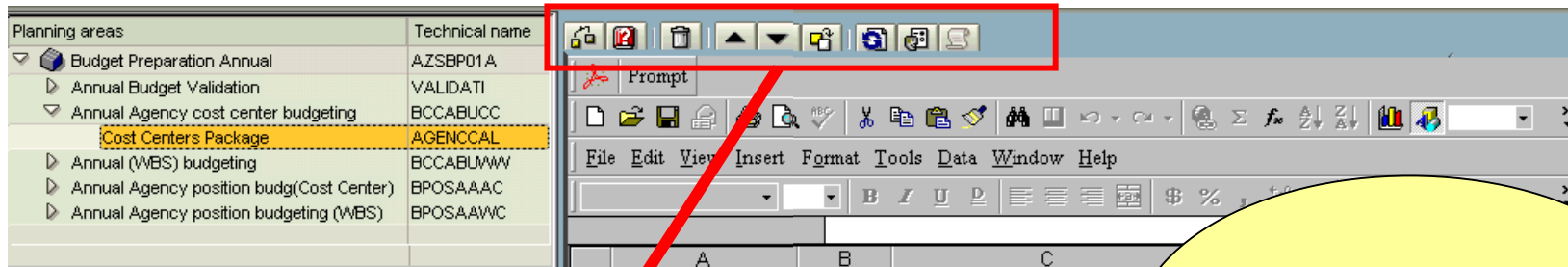


Calls up your personal value list from the all possible entries screen.

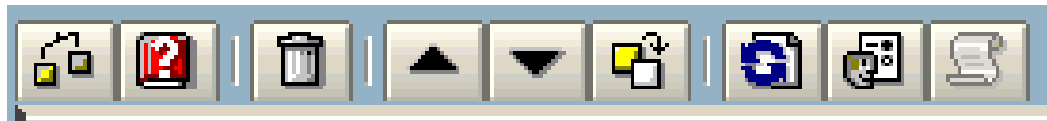


Find a specific entry.

FUNCTIONAL DESIGN: DESCRIPTION OF THE LAYOUTS: LAYOUT TOOLBAR



Toolbar is displayed on all layouts.



Toolbar is the same in all planning profiles.

FUNCTIONAL DESIGN: DESCRIPTION OF THE LAYOUTS: LAYOUT TOOLBAR



Check validity of entry



Input Help



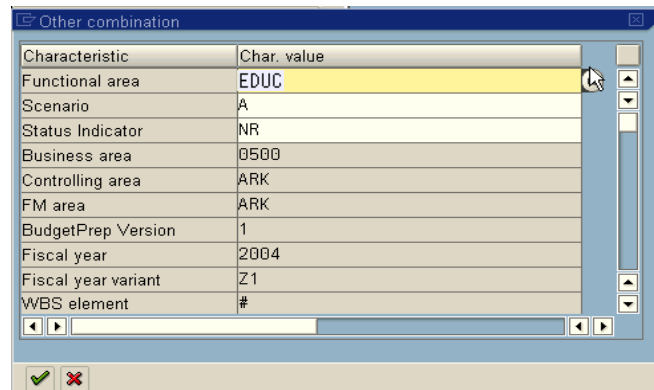
Delete Record. Select row to delete. (Used only when setting variables)



Previous combination. Data is needed across all value combination to show changes.



Other Combination. Select new value combinations (same as previous combination arrows)



The screenshot shows a dialog box titled "Other combination" with a table of characteristics and their values. A dashed arrow points from the "Other Combination" icon to this dialog box.

Characteristic	Char. value
Functional area	EDUC
Scenario	A
Status Indicator	NR
Business area	0500
Controlling area	ARK
FM area	ARK
BudgetPrep Version	1
Fiscal year	2004
Fiscal year variant	Z1
WBS element	#

At the bottom of the dialog box, there are checkmark and X icons.

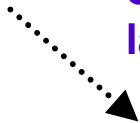
FUNCTIONAL DESIGN: DESCRIPTION OF THE LAYOUTS: LAYOUT TOOLBAR



Refresh. Sort new entries.



Settings new columns. Settings to obtain total for lead columns. Provides different options for totaling information on layouts.



Display Lead Columns

Lead column	Total	No total
Cost center/Fund/ FC	<input type="radio"/>	<input checked="" type="radio"/>
Fund	<input checked="" type="radio"/>	<input type="radio"/>
Funds center	<input type="radio"/>	<input checked="" type="radio"/>
Commitment item	<input type="radio"/>	<input checked="" type="radio"/>

☒ Show sum total



SEM-BPS PLANNING OBJECTS



PLANNING OBJECTS

Planning Area
Planning Level
Planning Package
Planning Function

PLANNING OBJECTS: PLANNING AREA

Business Planning and Simulation

Business Planning and Simulation

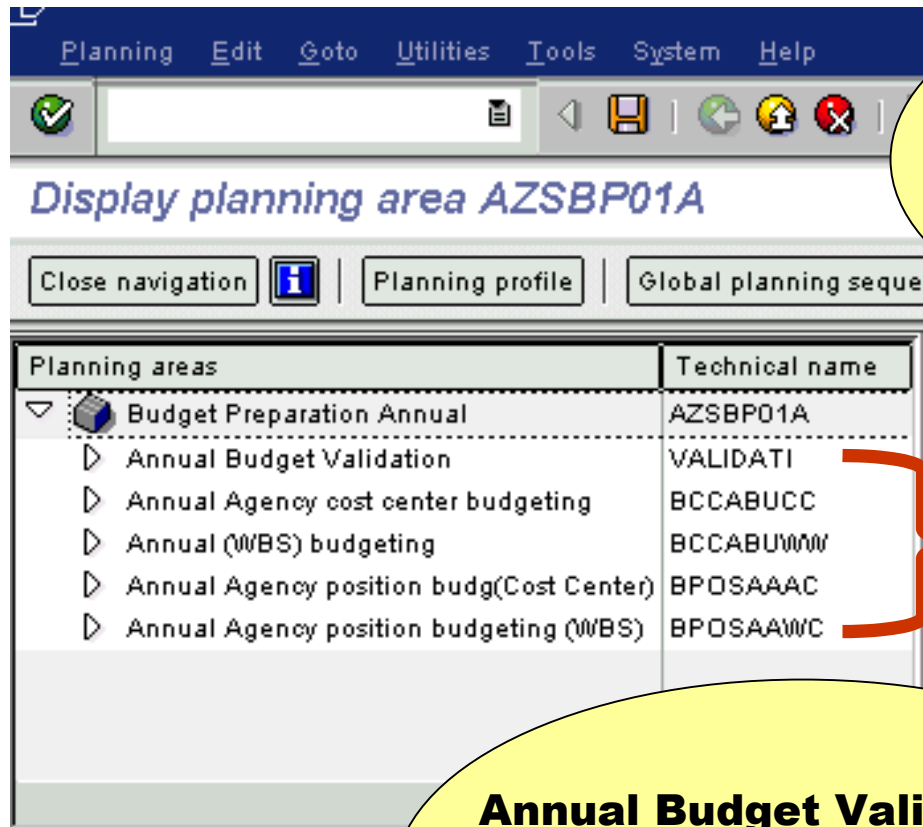
Close navigation | Planning profile | Global planning sequence

Planning areas	Technical name
▶ Budget Preparation Annual	AZSBP01A

Planning Area

**One Planning Area
(info cube) is used
for annual process.**

PLANNING OBJECTS: PLANNING LEVEL

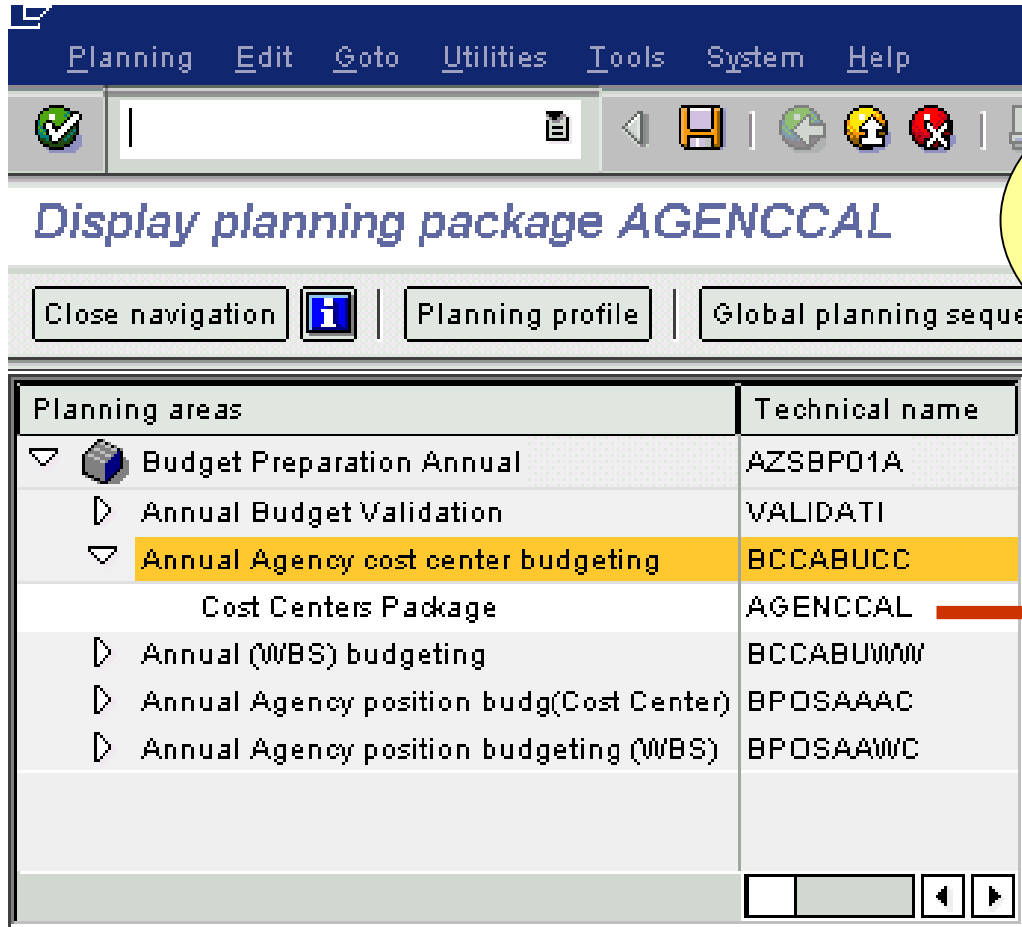


Annual Agency cost center budgeting will access the agency's non personnel related items.

Annual Planning Levels

Annual Budget Validation is used to check annual plans against authorized budget amounts.

PLANNING OBJECTS: PLANNING PACKAGE



Annual Planning Package is the 2nd level of structure. Note there is a one to one relationship with Planning Level.

Annual Planning Package

PLANNING OBJECTS: PLANNING FUNCTION

Planning areas	Technical name
▼ Budget Preparation Annual	AZSBP01A
▶ Annual Budget Validation	VALIDATI
▼ Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCCAL
Planning functions	Technical name
▼ Annual Agency cost center budgeting	BCCABUCC
▼ Set Scenarios	COPYSCNR
Save Scenario A to Scenario (VSCEN)	SAVESCNR
Save Scenario (VSCEN) to A	SAVESCNA
▼ Delete Scenario X	DELETESC
Delete Scenario (VSCEN)	DELETESC
▼ Change Status to Ready	STATUSCH
Set Status to Ready	STATUSCH
▼ Change Cost Center	CHANGECCO
Change Cost Center	CHANGECCO
▼ Distribute to periods by cost element	DISTRIBC
1 Period	PERIOD1
▼ Distribute to periods	DISTRIBU
1 Period	PERIOD1
▼ Manual planning	Q-MP
Cost Center Planning	COSTC001

Annual Planning Package

Planning Functions are the 3rd level of structure.

Annual Planning Functions

Double-click on a Planning Package to display Planning Functions. Planning Functions are different processes that can be performed within a Planning Package.



Microsoft Excel Settings to Activate MACROS for SEM-BPS System



BEFORE LOGGING ON TO BPS FOR THE FIRST TIME

Each user will need to make special settings on their office PC to activate certain macros. These macros only work if you have installed Microsoft 2000 XP

This setting will allow the user to execute the macros that have been developed to automatically derive the following:

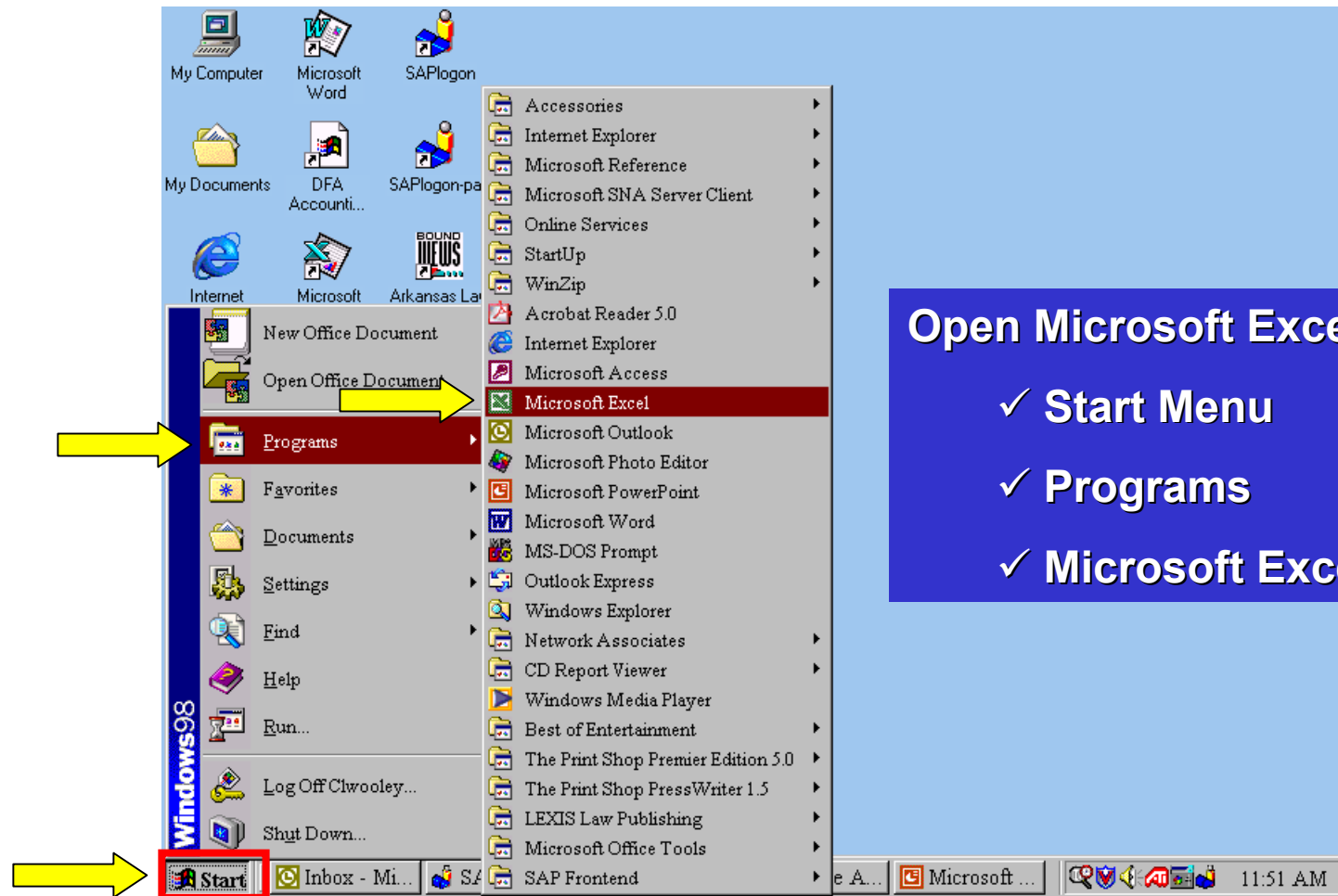
Fund/funds center when cost center is entered on a planning layout

Fund/funds center when WBS element is entered on a planning layout

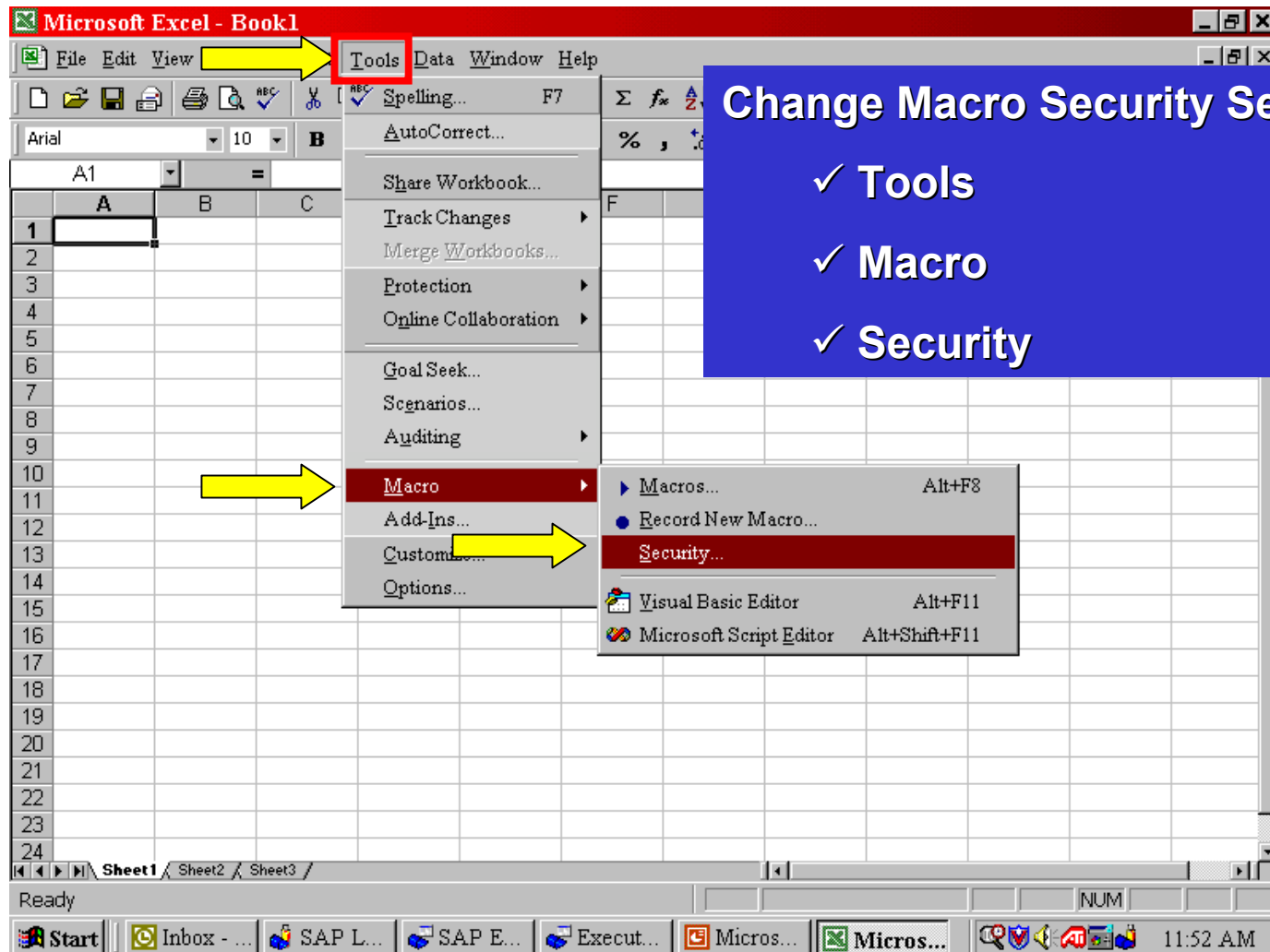
Commitment Item when a cost element/GL code is entered on a planning layout

The following steps should be completed.....

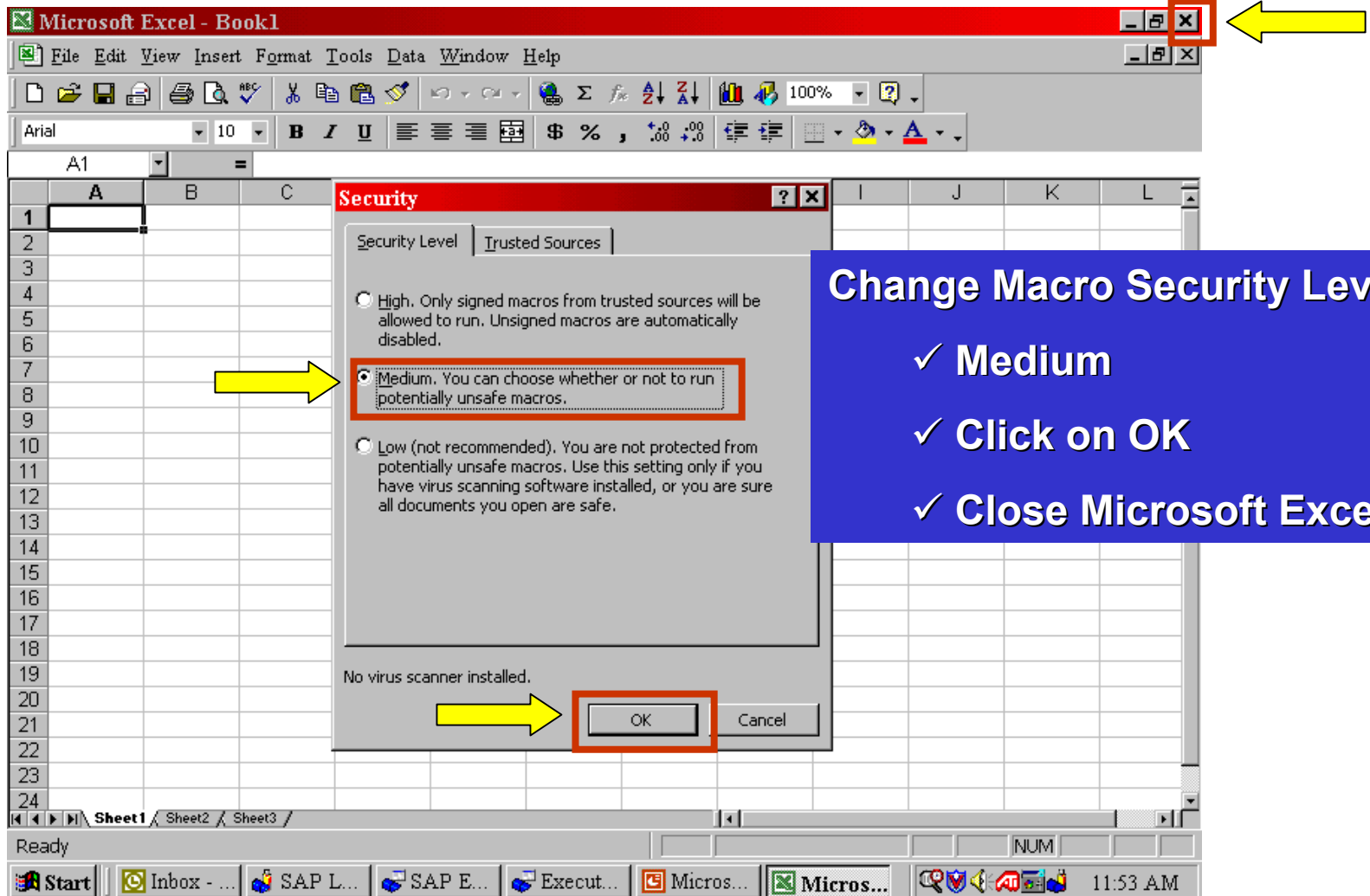
Microsoft Excel Settings



Microsoft Excel Settings



Microsoft Excel Settings



Change Macro Security Level

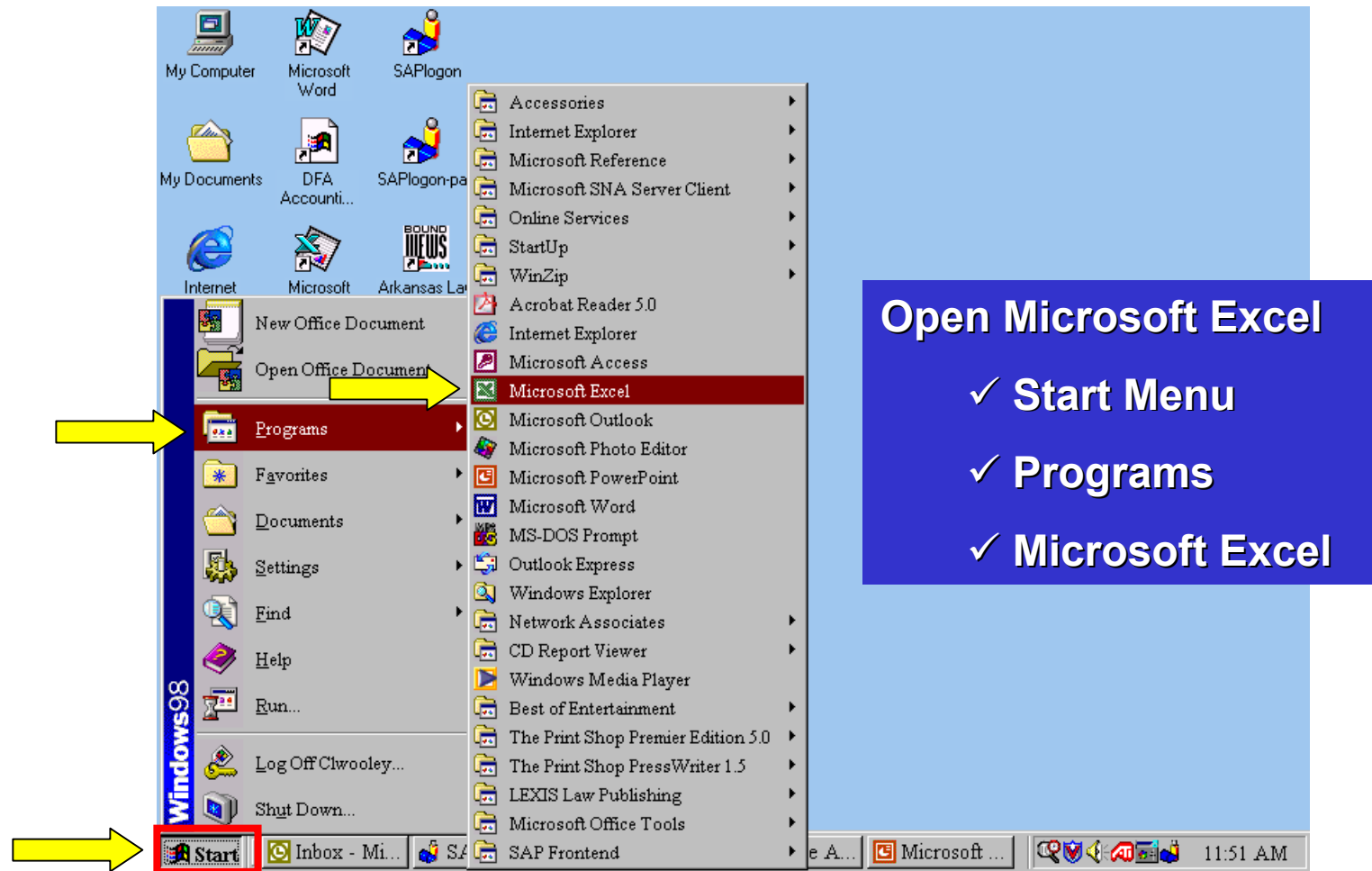
- ✓ Medium
- ✓ Click on OK
- ✓ Close Microsoft Excel



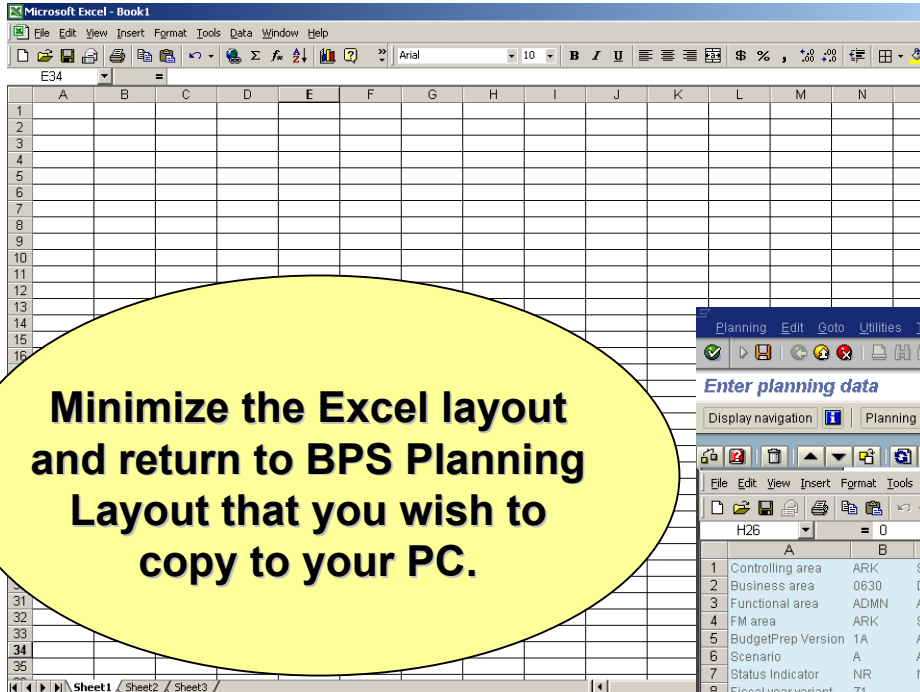
Save layout from SEM-BPS to Microsoft Excel

**PLANNING
LAYOUTS IN BPS
CAN BE SAVED AS
AN EXCEL FILE ON
YOUR PC.**

SAVE LAYOUT TO MICROSOFT Excel



SAVE LAYOUT TO MICROSOFT Excel

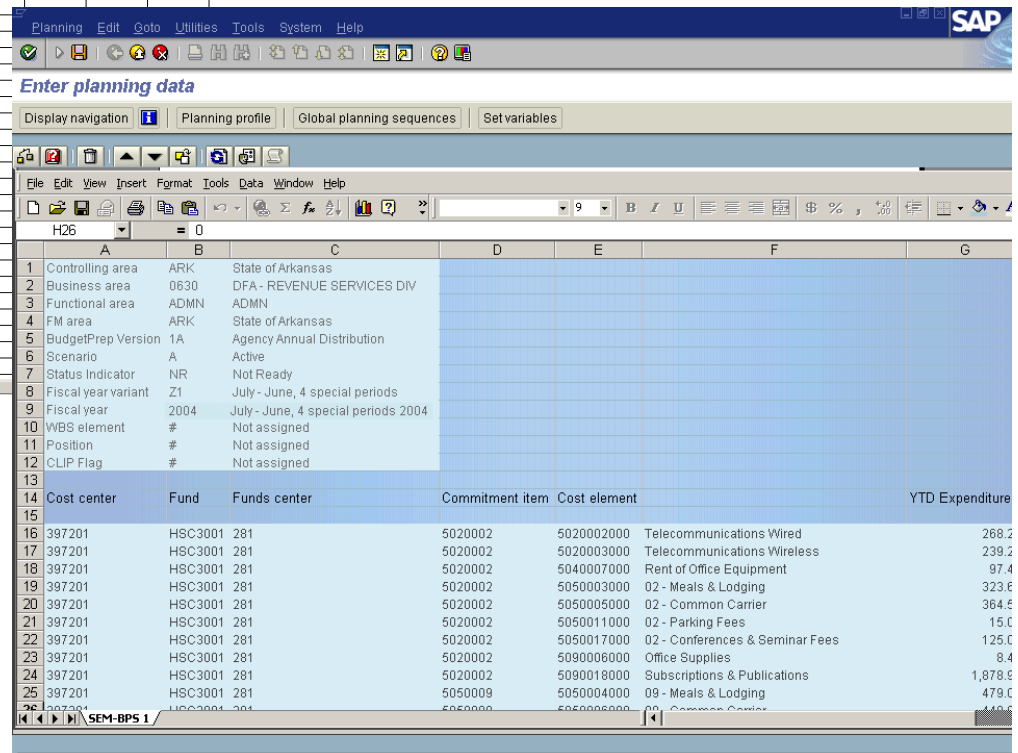


**Minimize the Excel layout
and return to BPS Planning
Layout that you wish to
copy to your PC.**



Microsoft Excel Layout

SEM-BPS Layout

Planning Edit Goto Utilities Tools System Help

Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

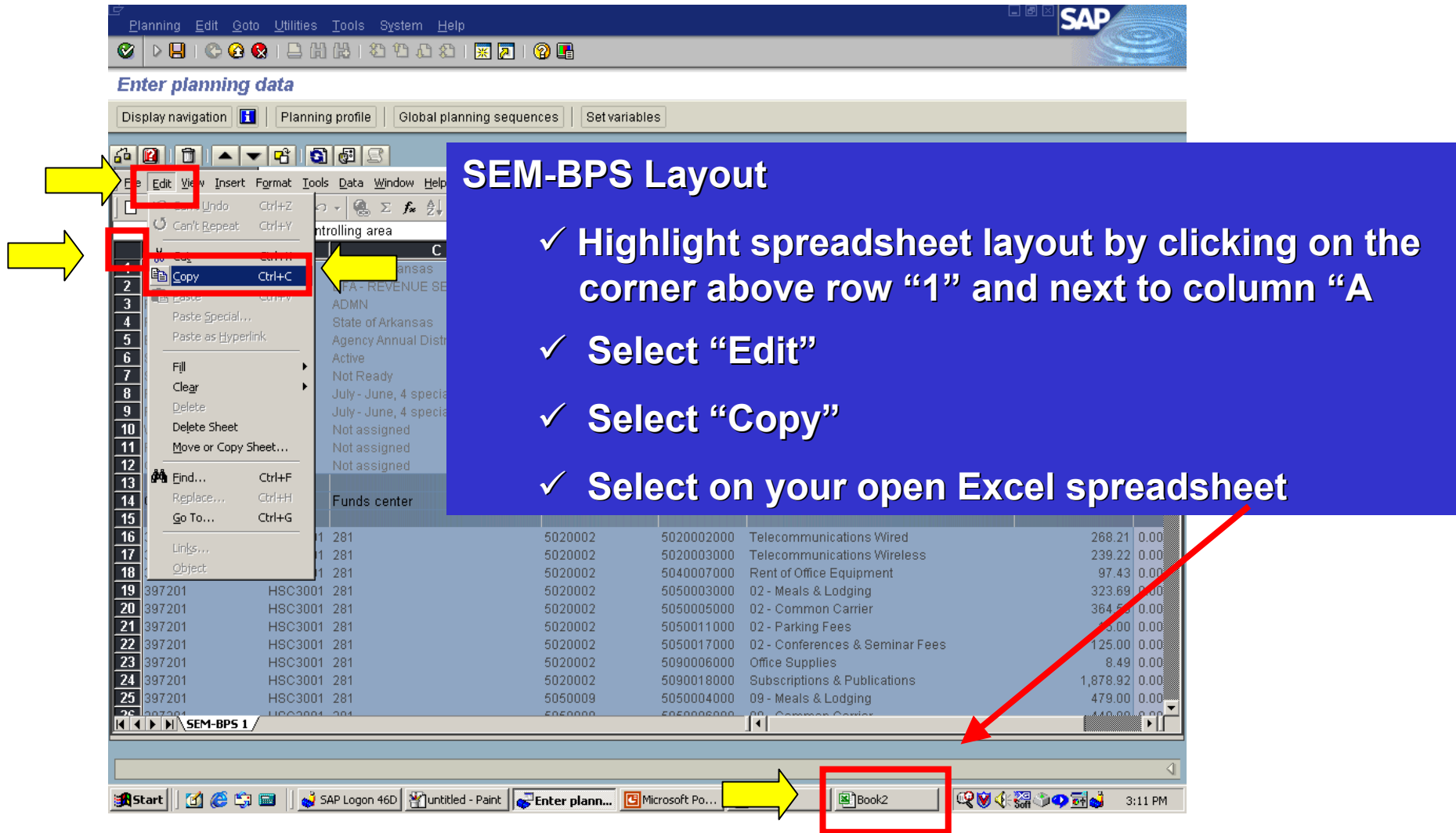
File Edit View Insert Format Tools Data Window Help

Formula bar: H26 = 0

	A	B	C	D	E	F	G
1	Controlling area	ARK	State of Arkansas				
2	Business area	0630	DFA - REVENUE SERVICES DIV				
3	Functional area	ADMN	ADMN				
4	FM area	ARK	State of Arkansas				
5	BudgetPrep Version	1A	Agency Annual Distribution				
6	Scenario	A	Active				
7	Status Indicator	NR	Not Ready				
8	Fiscal year variant	Z1	July - June, 4 special periods				
9	Fiscal year	2004	July - June, 4 special periods 2004				
10	WBS element	#	Not assigned				
11	Position	#	Not assigned				
12	CLIP Flag	#	Not assigned				
13							
14	Cost center	Fund	Funds center	Commitment item	Cost element		YTD Expenditure
15							
16	397201	HSC3001	281	5020002	5020002000	Telecommunications Wired	268.2
17	397201	HSC3001	281	5020002	5020003000	Telecommunications Wireless	239.2
18	397201	HSC3001	281	5020002	5040007000	Rent of Office Equipment	97.4
19	397201	HSC3001	281	5020002	5050003000	02 - Meals & Lodging	323.6
20	397201	HSC3001	281	5020002	5050005000	02 - Common Carrier	364.6
21	397201	HSC3001	281	5020002	5050011000	02 - Parking Fees	15.0
22	397201	HSC3001	281	5020002	5050017000	02 - Conferences & Seminar Fees	125.0
23	397201	HSC3001	281	5020002	5090006000	Office Supplies	8.4
24	397201	HSC3001	281	5020002	5090018000	Subscriptions & Publications	1,878.9
25	397201	HSC3001	281	5050009	5050004000	09 - Meals & Lodging	479.0
26	397201	HSC3001	281	5050009	5050005000	09 - Common Carrier	149.6

SEM-BPS 1

SAVE LAYOUT TO MICROSOFT Excel

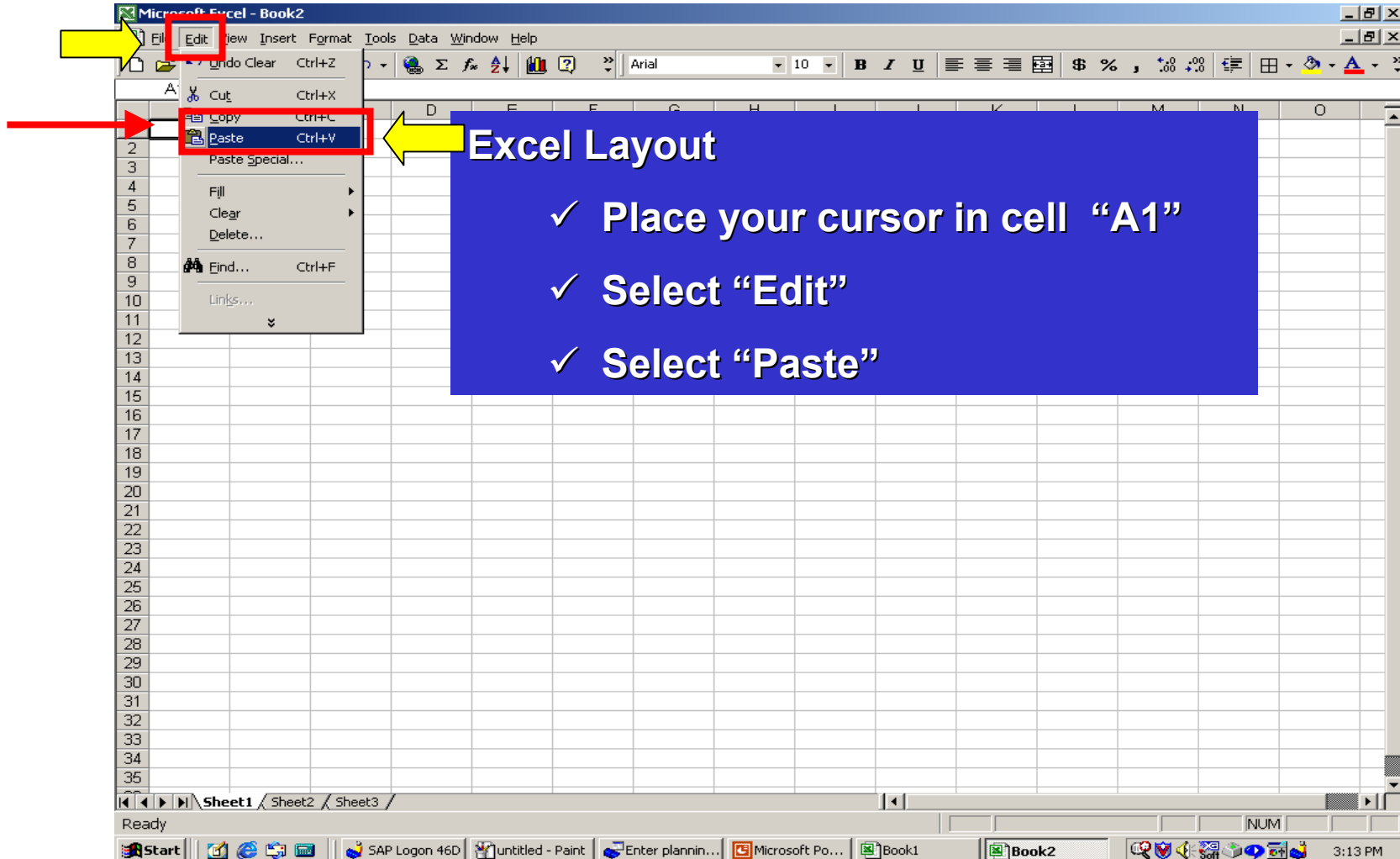


SEM-BPS Layout

- ✓ Highlight spreadsheet layout by clicking on the corner above row "1" and next to column "A"
- ✓ Select "Edit"
- ✓ Select "Copy"
- ✓ Select on your open Excel spreadsheet

The screenshot shows the SAP SEM-BPS interface with the 'Enter planning data' window. The 'Edit' menu is open, and the 'Copy' option is selected. The spreadsheet data is visible in the background. The Windows taskbar at the bottom shows the 'Book2' icon, which is highlighted with a red box and a yellow arrow.

SAVE LAYOUT TO MICROSOFT Excel



Excel Layout

- ✓ Place your cursor in cell "A1"
- ✓ Select "Edit"
- ✓ Select "Paste"

SAVE LAYOUT TO MICROSOFT Excel

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Ctrl D5 = Arial 10 B I U

	A	B	C
1	Controlling area	ARK	State of Arkansas
2	Business area	0630	DFA - REVENUE SERVICES DIV
3	Functional area	ADMN	ADMN
4	FM area	ARK	State of Arkansas
5	BudgetPrep Version	1A	Agency Annual Distribution
6	Scenario	A	Active
7	Status Indicator	NR	Not Ready
8	Fiscal year variant	Z1	July - June, 4 special periods
9	Fiscal year	2004	July - June, 4 special periods 2004
10	WBS element	#	Not assigned
11	Position	#	Not assigned
12	CLIP Flag	#	Not assigned

Excel Layout

- ✓ Copied layout will appear
- ✓ Format to your preference

Cost center	Fund	Funds center	Commitment item	Cost element	YTD Expenditures	Jul
397201	HSC3001	281	5020002	50200020C Telecommunications Wired	268.21	0.00
397201	HSC3001	281	5020002	50200030C Telecommunications Wireless	239.22	0.00
397201	HSC3001	281	5020002	50400070C Rent of Office Equipment	97.43	0.00
397201	HSC3001	281	5020002	50500030C 02 - Meals & Lodging	323.69	0.00
397201	HSC3001	281	5020002	50500050C 02 - Common Carrier	364.50	0.00
397201	HSC3001	281	5020002	50500110C 02 - Parking Fees	15.00	0.00
397201	HSC3001	281	5020002	50500170C 02 - Conferences & Seminar Fees	125.00	0.00
397201	HSC3001	281	5020002	50900060C Office Supplies	8.49	0.00
397201	HSC3001	281	5020002	50900180C Subscriptions & Publications	1,878.92	0.00
397201	HSC3001	281	5050009	50500040C 09 - Meals & Lodging	479.00	0.00
397201	HSC3001	281	5050009	50500060C 09 - Common Carrier	448.00	0.00
397201	HSC3001	281	5050009	50500120C 09 - Parking Fees	12.00	0.00
397201	HSC3001	281	5050009	50500180C 09 - Conferences & Seminar Fees	1,351.67	0.00
397203	HSC3001	281	5020002	50200020C Telecommunications Wired	723.37	0.00
397203	HSC3001	281	5020002	50400070C Rent of Office Equipment	115.17	0.00
397203	HSC3001	281	5020002	50500030C 02 - Meals & Lodging	149.20	0.00
397203	HSC3001	281	5020002	50900060C Office Supplies	114.61	0.00
397203	HSC3001	281	5020002	50900070C Educational Supplies & Materials	143.78	0.00
397203	HSC3001	281	5020002	50900180C Subscriptions & Publications	378.26	0.00
397203	HSC3001	281	5050009	50500180C 09 - Conferences & Seminar Fees	757.00	0.00

Sheet1 Sheet2 Sheet3

Ready

Start SAP Logon 46D untitled - Paint Enter plannin... Microsoft Po... Microsoft E... 3:03 PM

SAVE LAYOUT TO MICROSOFT Excel

Save Excel Layout

- ✓ Select “File”
- ✓ Select “Save As”
- ✓ Name and save file to your preference

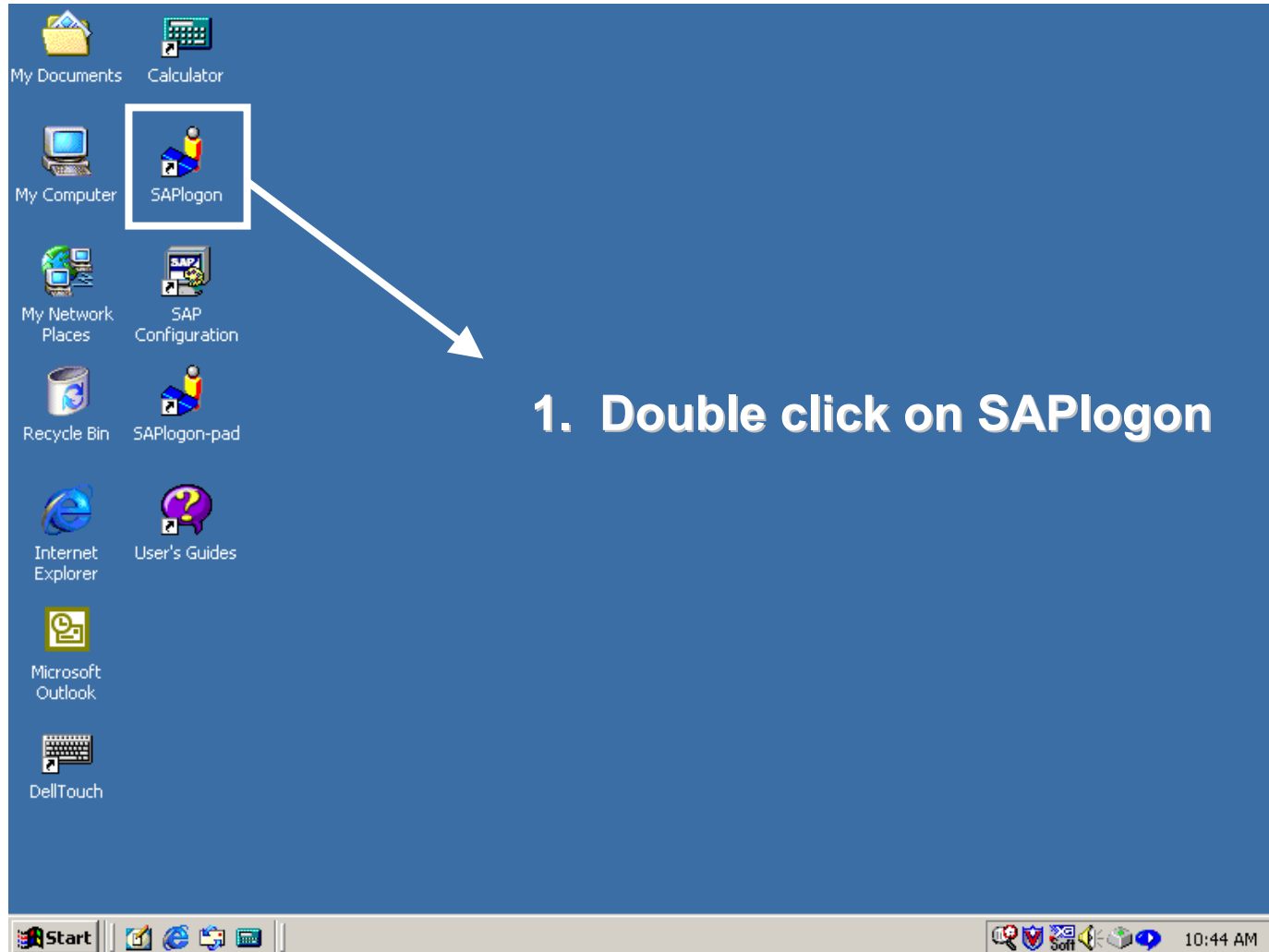
The screenshot shows the Microsoft Excel - Book1 window. The 'File' menu is open, and 'Save As...' is selected. The 'Save As' dialog box is open, showing the 'My Documents' folder. The file name is 'Cost Center Budgeting before changes' and the file type is 'Microsoft Excel Workbook'. The 'Save' button is highlighted with a yellow arrow.

TD Expenditures	Jul
268.21	0.00
239.22	0.00
97.43	0.00
323.69	0.00
364.50	0.00
15.00	0.00
78.92	0.00
79.00	0.00
448.00	0.00
12.00	0.00
1,351.67	0.00
723.37	0.00
115.17	0.00
149.20	0.00
114.61	0.00
143.78	0.00
378.26	0.00
757.00	0.00

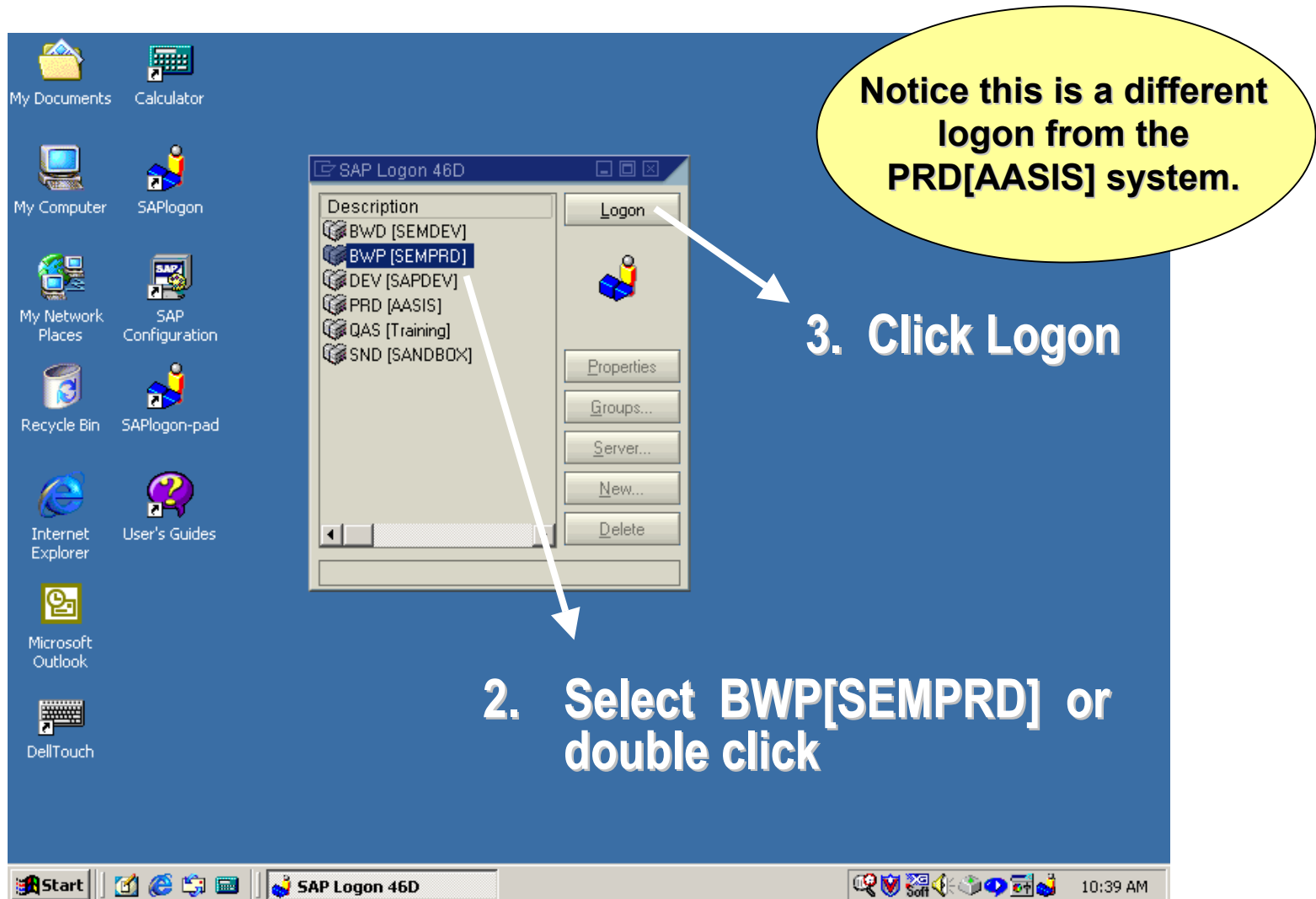


SIGNING ON TO THE SEM-BPS SYSTEM

SIGNING ON TO THE SYSTEM . . .



SIGNING ON TO THE SYSTEM . . .

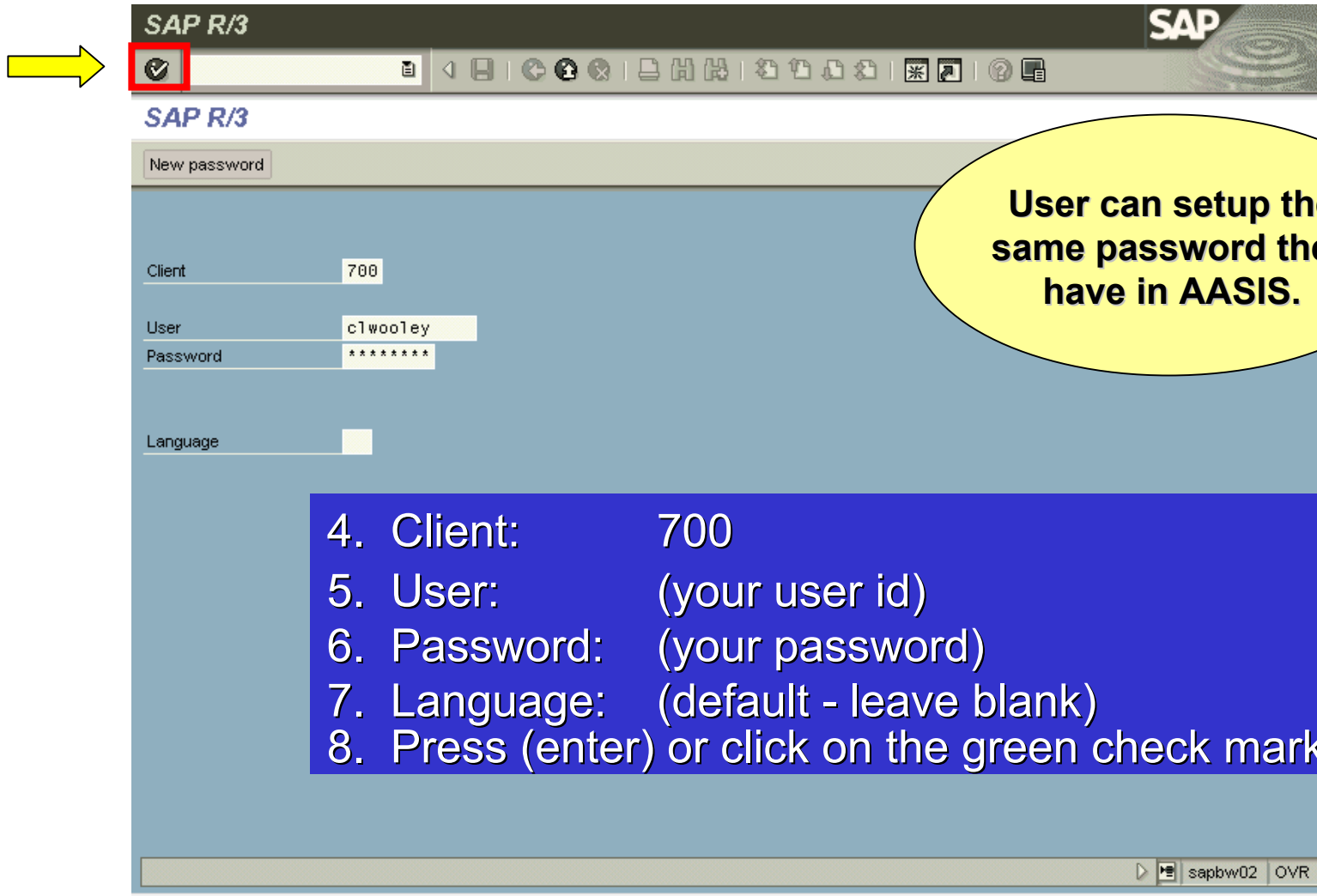


Notice this is a different logon from the PRD[AASIS] system.

3. Click Logon

2. Select BWP[SEMPRD] or double click

SIGNING ON TO THE SYSTEM . . .



SAP R/3

SAP R/3

New password

Client 700

User clwooley

Password *****


Language

4. Client: 700

5. User: (your user id)

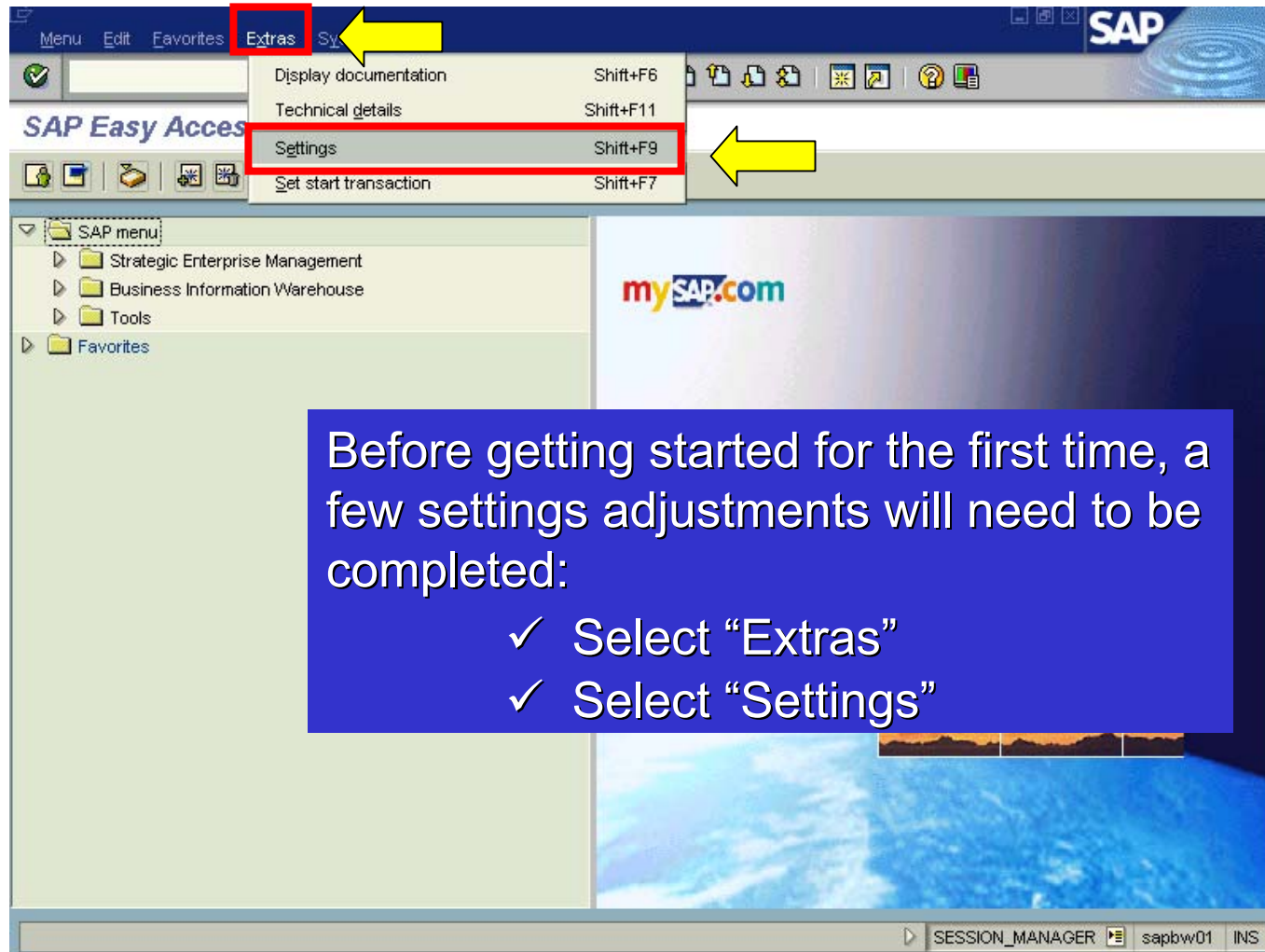
6. Password: (your password)

7. Language: (default - leave blank)

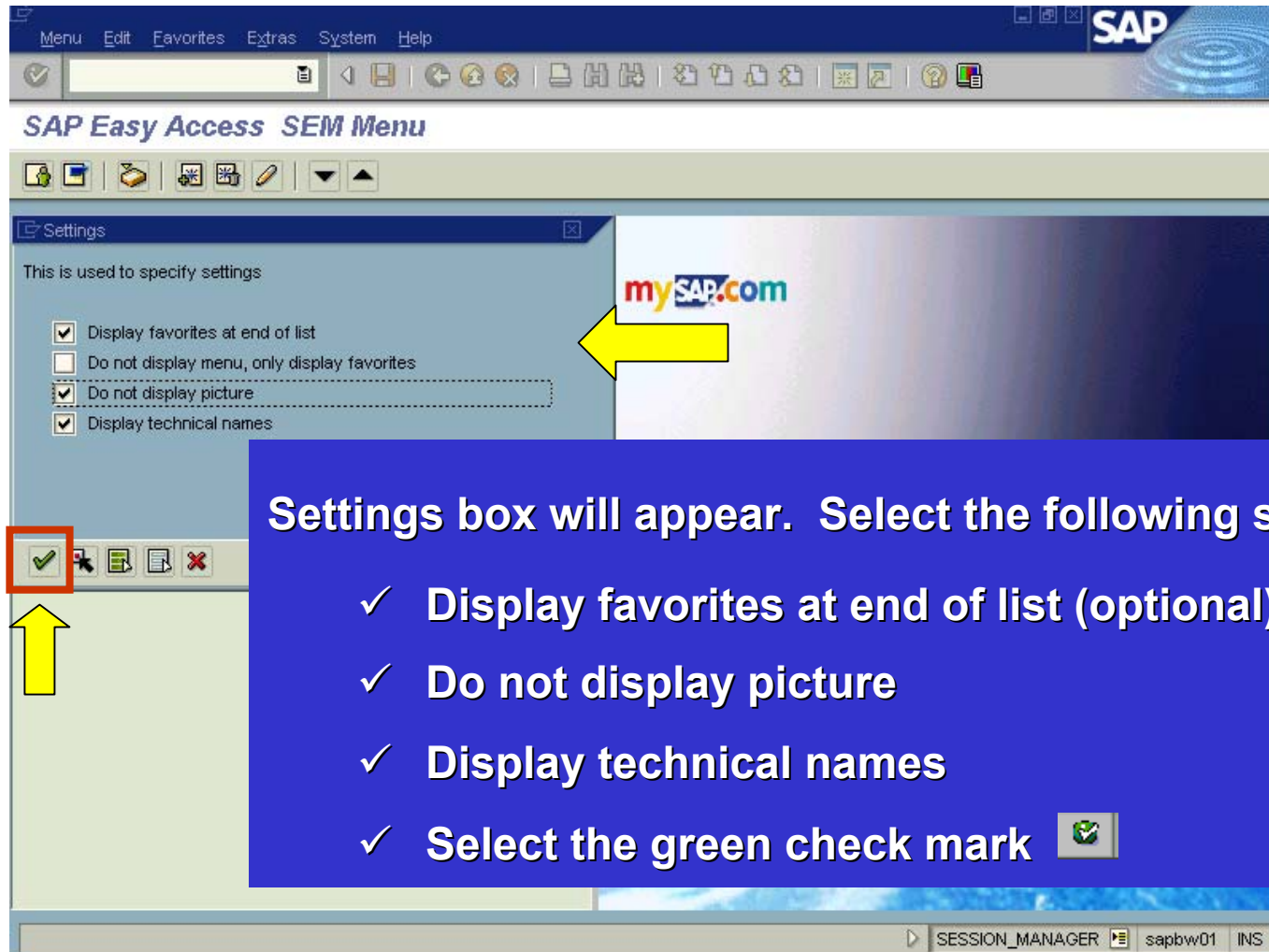
8. Press (enter) or click on the green check mark 

sapbw02 OVR

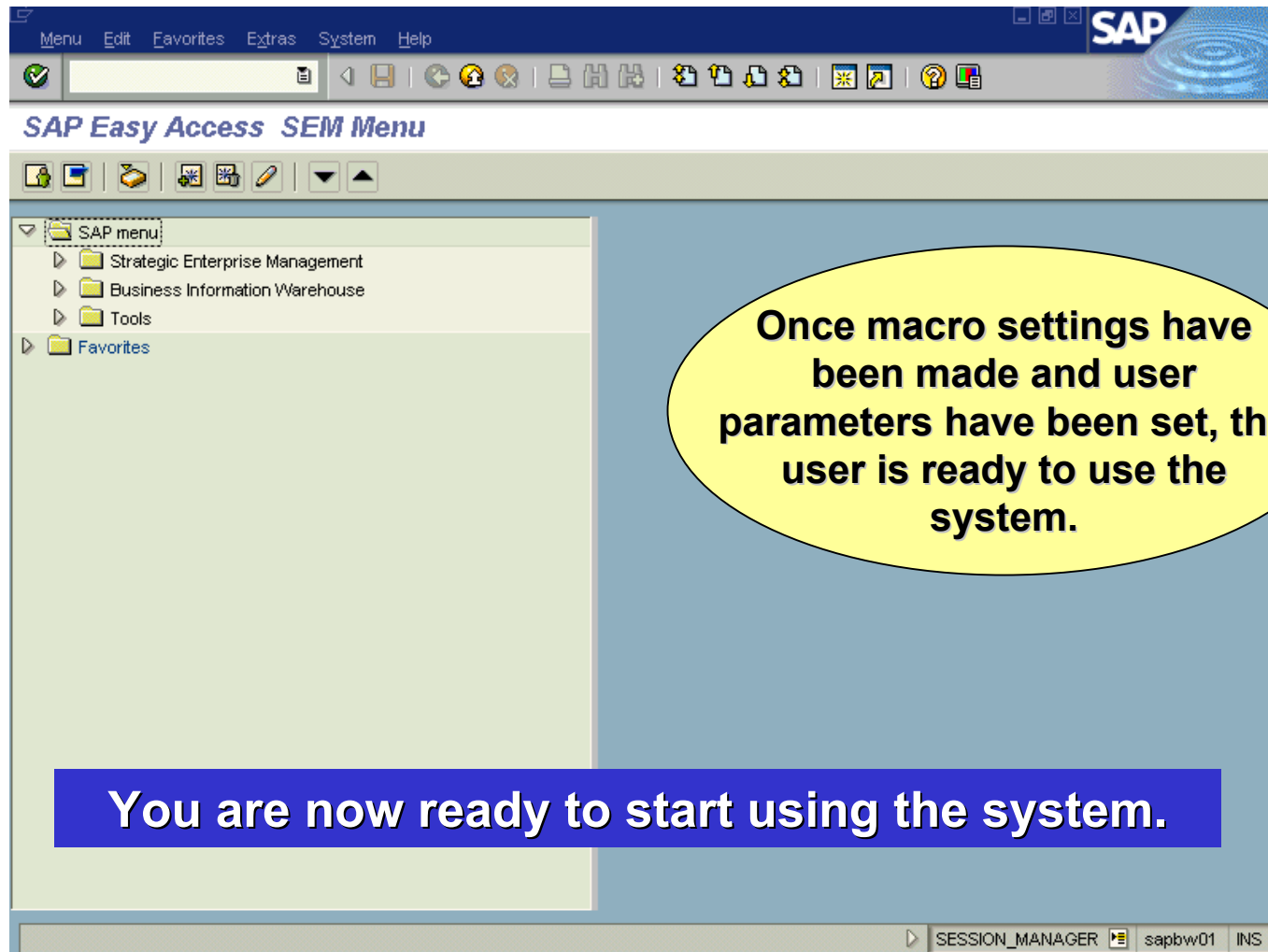
SIGNING ON TO THE SYSTEM ...



SIGNING ON TO THE SYSTEM ...



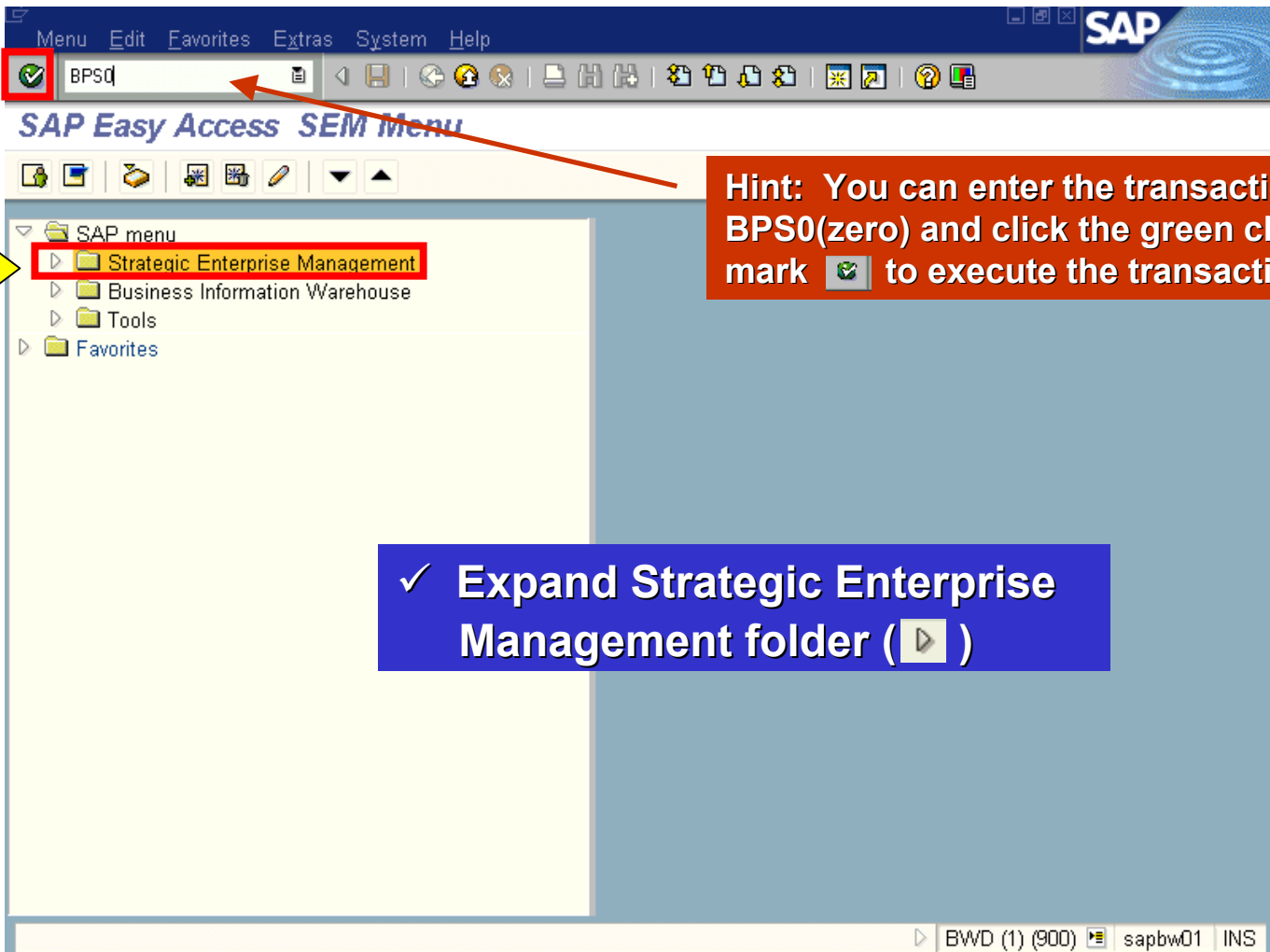
SIGNING ON TO THE SYSTEM . . .




Strategic Enterprise Management Business Planning and Simulation (SEM-BPS)


(TRANSACTION BPS0)

SEM-BPS (TRANSACTION BPS0)

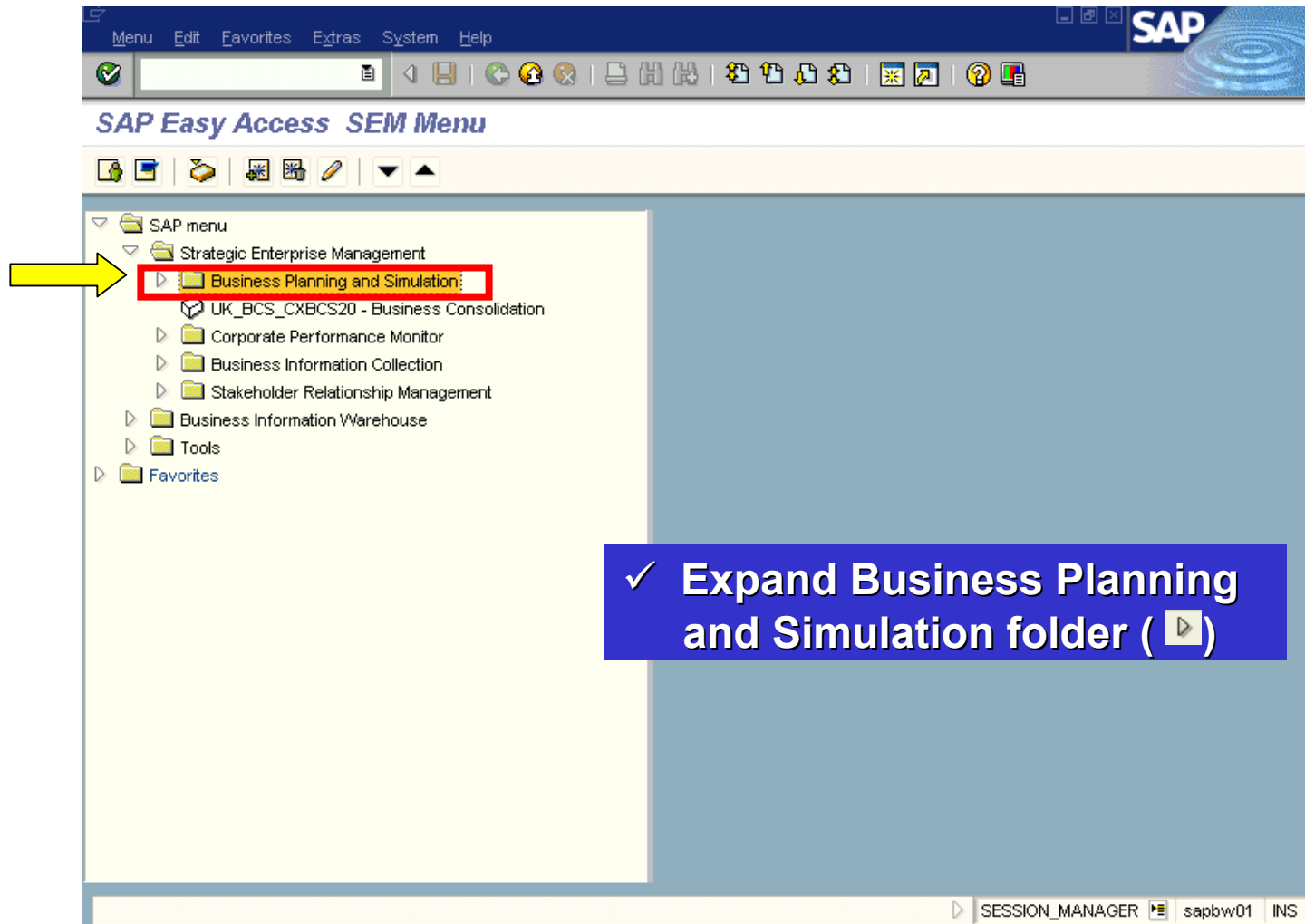


The screenshot shows the SAP Easy Access SEM Menu. The menu bar at the top includes Menu, Edit, Favorites, Extras, System, and Help. The transaction code 'BPS0' is entered in the command field, and a green checkmark icon is visible to its left. The left pane shows the 'SAP menu' with 'Strategic Enterprise Management' highlighted. The right pane is empty. A status bar at the bottom shows 'BWD (1) (900)' and 'sapbw01 INS'.

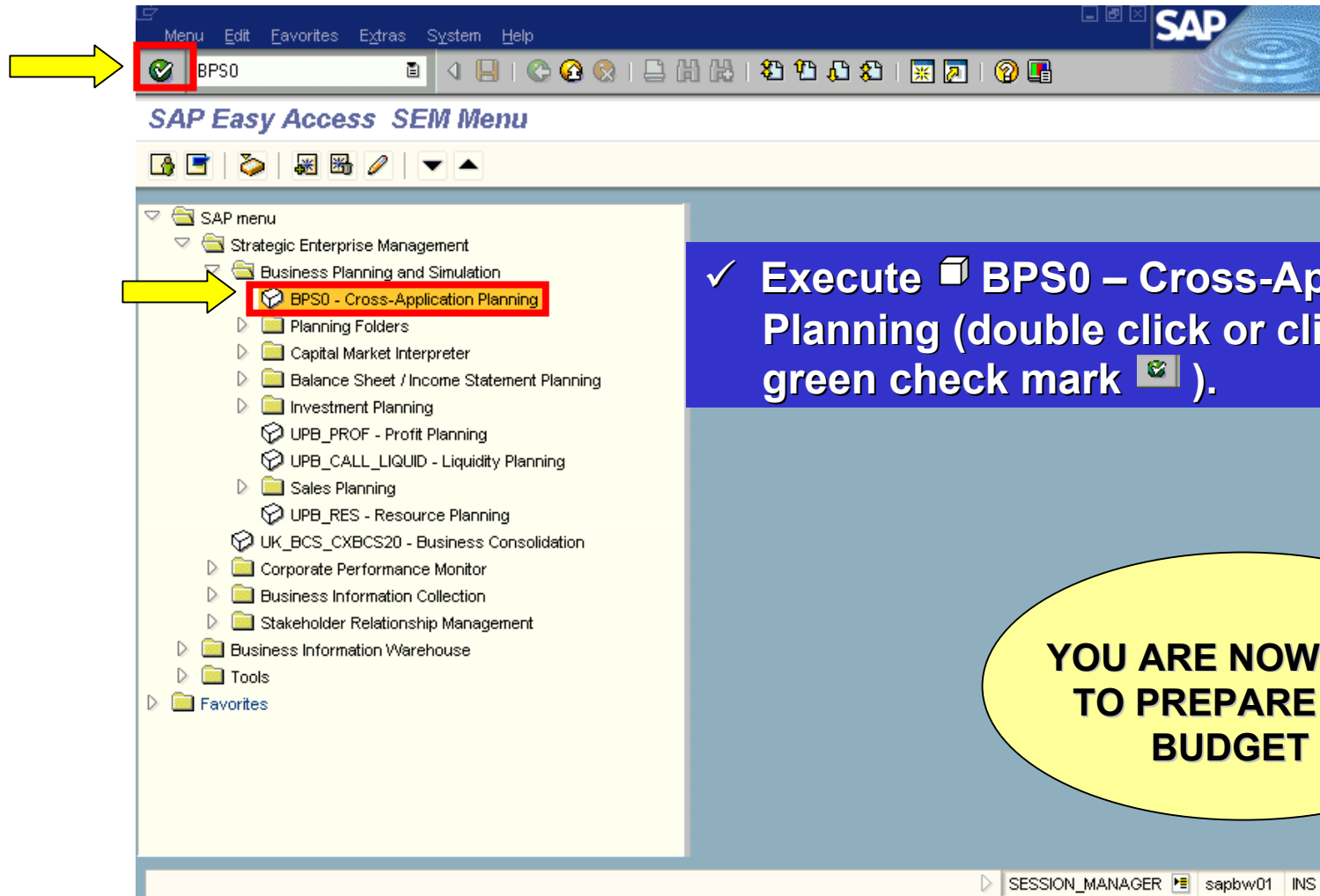
Hint: You can enter the transaction BPS0(zero) and click the green check mark  to execute the transaction.

✓ Expand Strategic Enterprise Management folder ()

SEM-BPS (TRANSACTION BPS0)



SEM-BPS (TRANSACTION BPS0)





SEM-BPS SYSTEM INITIAL SETTINGS

INITIAL SETTINGS ADJUSTMENTS

The screenshot shows the SAP Business Planning and Simulation (BPS) interface. At the top, the title bar reads "Business Planning and Simulation". Below it, a navigation bar contains several tabs: "Close navigation", "Planning profile", "Global planning sequences", and "Set variables". The "Set variables" tab is highlighted with a red rectangular box. A yellow arrow points down to this tab. On the left side, there is a tree view with two main sections: "Planning areas" and "Planning functions". Under "Planning areas", there is a sub-entry "Budget Preparation Annual" with a technical name "AZSBP01A". The main content area on the right is currently empty. At the bottom of the screen, a blue banner with white text says "✓ Click on 'Set Variables' tab". To the right of this text is a small button labeled "Set variables". The bottom status bar shows the SAP logo and the text "BPS0 sapbw02 OVR".

INITIAL SETTINGS ADJUSTMENTS

SAP Business Planning and Simulation

Planning | Planning profile | Global planning sequences

Define filter criteria

Plan. area	Define filter criteria	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version		
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOS					
AZSBP01A	Budget Preparation Annual	VPOS					
AZSBP01A	Budget Preparation Annual	VSCE					
AZSBP01A	Budget Preparation Annual	WBS					

✓ Click on "Define Filter Criteria" tab

INITIAL SETTINGS ADJUSTMENTS

Define Filter Criteria

Filter by variable status

- ☐ All variables
- ☐ Already restricted
- ☐ Restriction necessary
- ☐ Restriction is missing
- ☒ User input allowed

Filter by planning area

- ☐ All planning areas
- ☒ Planning area

on of variable

on of variable	Characteristic	Description	Value	To value
Budget Version (User-Specific)	ZBPSVERS	BudgetPrep Version		
Area	0BUS_AREA	Business area	0470	
Designation	ZCHANGE	Designation		
Level	ZCHANGE	Designation		
Center	ZCOSTCNT	Cost center		
Element	0COSTELMNT	Cost element		
Fund	0FUND	Fund		
Funds center	0FUNDS_CTR	Funds center		
Job	0JOB	Job		
Job	0JOB	Job		
Cost center	ZCOSTCNT	Cost center		
Pay Grade	0SALARYGR	Pay Grade		
Pay grade level	0SALARYLV	Pay grade level		
Pay Grade	0SALARYGR	Pay Grade		
Pay grade level	0SALARYLV	Pay grade level		
Pay grade structure	0SALARYTY	Pay grade structure		

AZSBP01A Budget Preparation Annual VPAYGRD2 Paygrade

AZSBP01A Budget Preparation Annual VPAYGLV2 Paygrade Level

AZSBP01A Budget Preparation Annual VPAYSTRU Paygrade Structure

AZSBP01A Budget Preparation Annual

AZSBP01A Budget Preparation Annual

AZSBP01A Budget Preparation Annual

AZSBP01A Budget Preparation Annual

- ✓ Check “User input allowed” under Filter by variable status
- ✓ Check “Planning area” under Filter by planning area
- ✓ Place cursor in the blank cell on the “Planning area” line and select the drop down menu

INITIAL SETTINGS ADJUSTMENTS

The screenshot shows the SAP Business Planning and Simulation interface. The 'Define Filter Criteria' dialog is open, showing filter options for variable status and planning area. The 'Restrictions' table is also visible, listing various planning areas. A yellow arrow points to the entry 'AZSBP01A Budget Preparation Annual' in the Restrictions table.

on of variable	Characteristic	Description	Value	To value
Step Version (User-Specific)	ZBPSVERS	BudgetPrep Version		
Area	0BUS_AREA	Business area	0470	
Designation	ZCHANGE	Designation		
Level	ZCHANGE	Designation		
Center	ZCOSTCNT	Cost center		
Element	0COSTELMNT	Cost element		
Fund	0FUND	Fund		
Funds center	0FUNDS_CTR	Funds center		
Job	0JOB	Job		
Job	0JOB	Job		
Cost center	ZCOSTCNT	Cost center		

Planning area (1)	1 Entry found
AZSBP01A	Budget Preparation Annual

✓ Double-click on the Budget Preparation Annual planning area

INITIAL SETTINGS ADJUSTMENTS

Set variables Edit Goto Utilities Tools System Help

Business Planning and Simulation

Planning Planning profile Global planning sequences

Define Filter Criteria


Filter by variable status

- ☐ All variables
- ☐ Already restricted
- ☐ Restriction necessary
- ☐ Restriction is missing
- ☒ User input allowed

Filter by planning area

- ☐ All planning areas
- ☒ Planning area

AZSBP01A



on of variable	Characteristic	Description	Value	To value
ep Version (User-Specific)	ZBPSVERS	BudgetPrep Version		
Area	0BUS_AREA	Business area	0470	
Designation	ZCHANGE	Designation		
Level	ZCHANGE	Designation		
ter	ZCOSTCNT	Cost center		
ment	0COSTELM			
ter				
(M)				
Center				
and Level				
and Level				

AZSBP01A Budget Preparation Annual VPAYGRD2 Paygrade

AZSBP01A Budget Preparation Annual VPAYGLV2 Paygrade Level

AZSBP01A Budget Preparation Annual VPAYSTRU Paygrade Structure


AZSBP01A Budget Preparation Annual VPOSITIO Position (FROM)

AZSBP01A Budget Preparation Annual VPOS2 Position (TO)

AZSBP01A Budget Preparation Annual VSCEN Scenario

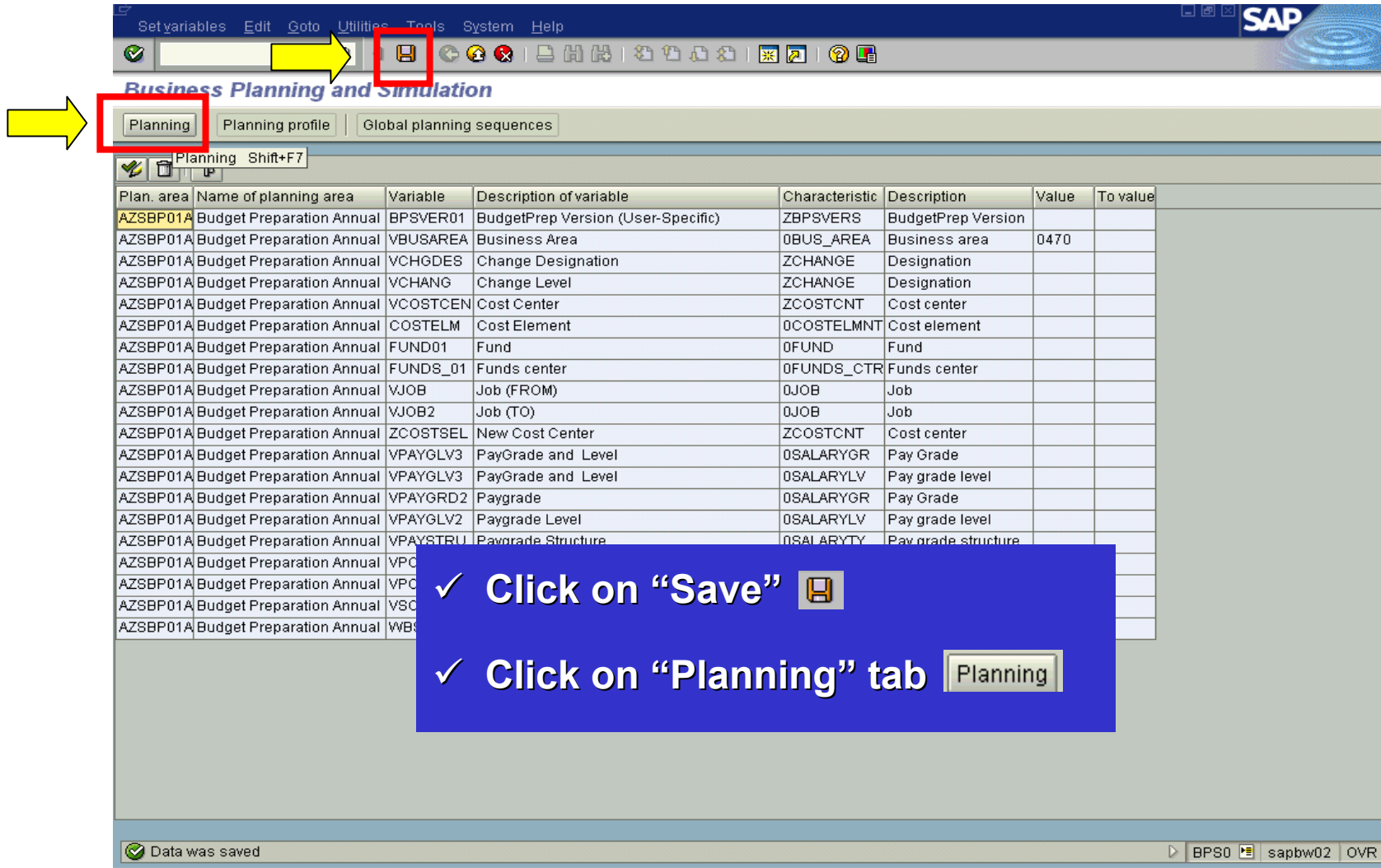
AZSBP01A Budget Preparation Annual WBS_EL01 Work breakdown structure element (WBS element)

This setting removes any characteristics from your variable list that you will not need in preparing your plan.


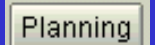
✓ Click the green check mark 

BP80 sapbw02 OVR

INITIAL SETTINGS ADJUSTMENTS



The screenshot shows the SAP Business Planning and Simulation (BPS) interface. A yellow arrow points to the 'Save' icon in the top toolbar. Another yellow arrow points to the 'Planning' tab in the left sidebar. A blue callout box contains the following instructions:

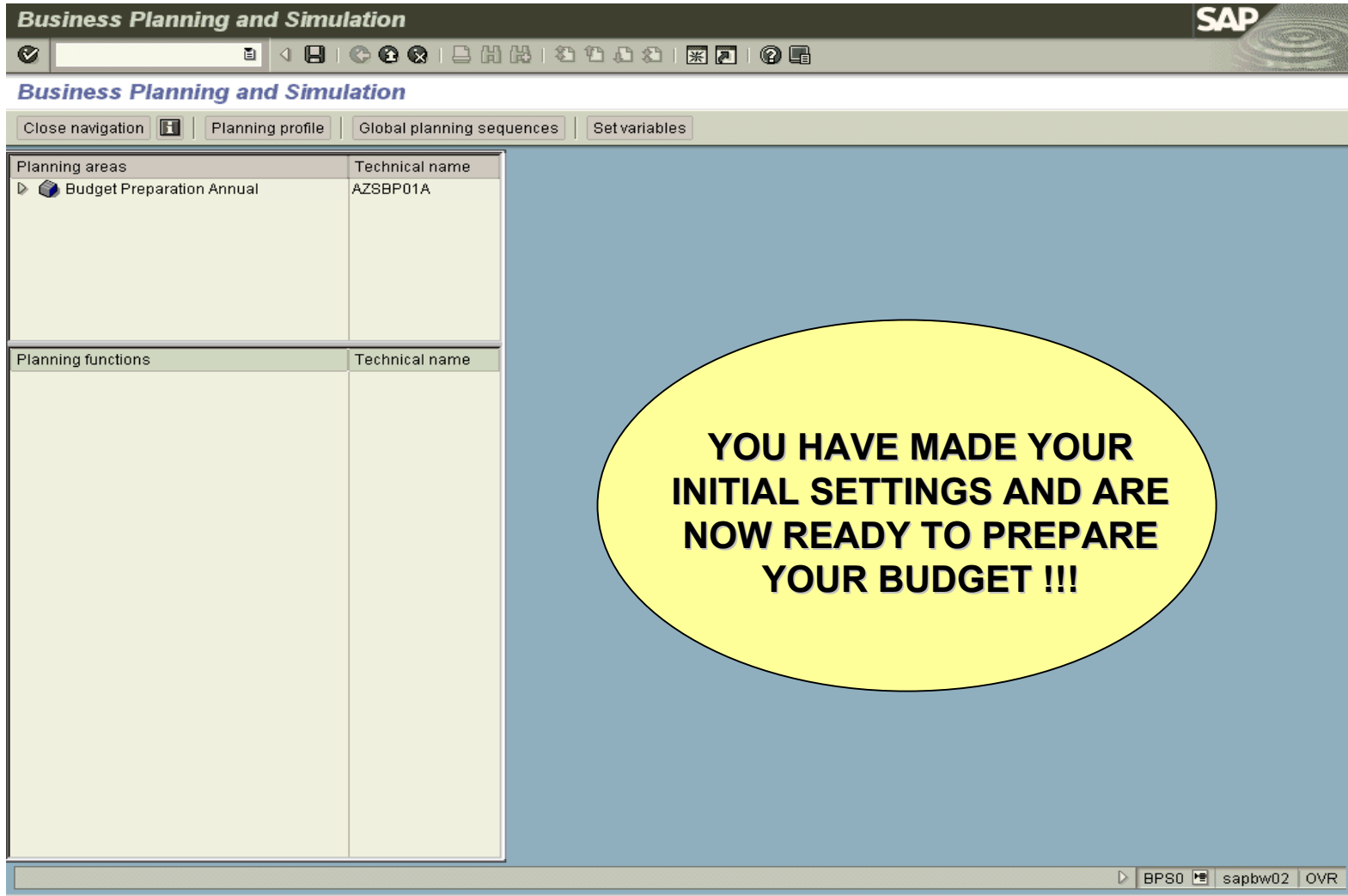
- ✓ Click on "Save" 
- ✓ Click on "Planning" tab 

The main table displays planning data for 'Budget Preparation Annual' across various variables and characteristics.

Plan. area	Name of planning area	Variable	Description of variable	Characteristic	Description	Value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version		
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0470	
AZSBP01A	Budget Preparation Annual	VCHGDES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPC					
AZSBP01A	Budget Preparation Annual	VPC					
AZSBP01A	Budget Preparation Annual	VSC					
AZSBP01A	Budget Preparation Annual	WBS					

Status bar: Data was saved | BPS0 | sapbw02 | OVR

INITIAL SETTINGS ADJUSTMENTS



Business Planning and Simulation SAP

Close navigation | Planning profile | Global planning sequences | Set variables

Planning areas	Technical name
▶ Budget Preparation Annual	AZSBP01A

Planning functions	Technical name
--------------------	----------------

YOU HAVE MADE YOUR INITIAL SETTINGS AND ARE NOW READY TO PREPARE YOUR BUDGET !!!

BPS0 | sapbw02 | OVR



Strategic Enterprise Management(SEM) Annual Overview Exercises

SAP SEM BPS Introduction - Exercises

1. What are the Core applications for R/3 (AASIS) ?

- a) _____
- b) _____
- c) _____
- d) _____

2. What are the two components within the Strategic Enterprise Management Module used by the State and how are they used?

- a) _____
- b) _____

3. What are the State's two budget planning periods?

- a) _____
- b) _____



FI & HR Terms Review - Exercises

4. What makes up the “Budget Quad?”

- a) _____
- b) _____
- c) _____
- d) _____

FI & HR Terms Review - Exercises

5. Complete the following (ex. Funds center = code assigned to legal spending authority in an appropriation act):

- a) Fund = _____
- b) Sub Funds Center = _____
- c) Commitment Item = _____
- d) Cost Element = _____
- e) Cost Center = _____
- f) Work Breakdown Structure = _____
- g) Functional Area = _____
- h) Business Area = _____
- i) Position Number = _____
- j) Job (short description) = _____
- k) Job (medium description) = _____
- l) Classified = _____
- m) Unclassified = _____
- n) Pay Grade = _____
- o) CLIP = _____



Business Warehouse Terms Review - Exercises

6. Complete the following:

a) Business Explorer Analyzer = _____

b) Workbook = _____

c) Variable = _____

d) Refresh = _____

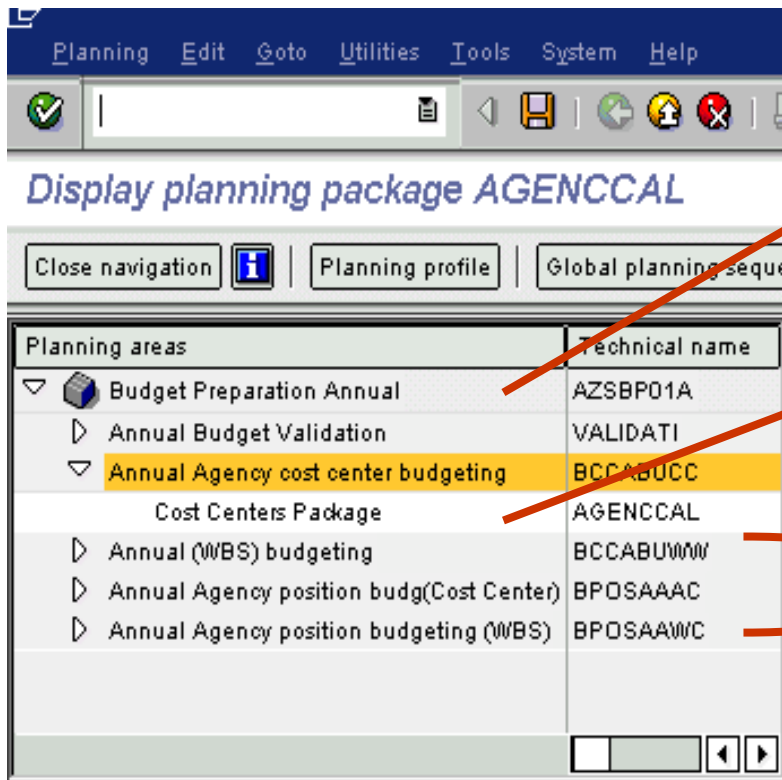
e) Pay Grade = _____

f) Pay Grade Level = _____

g) Pay Grade Types = _____

SEM-BPS Terms Review - Exercises

7. Identify the following components of the SEM-BPS Annual layout:



a)

b)

c)

SEM-BPS Terms Review - Exercises

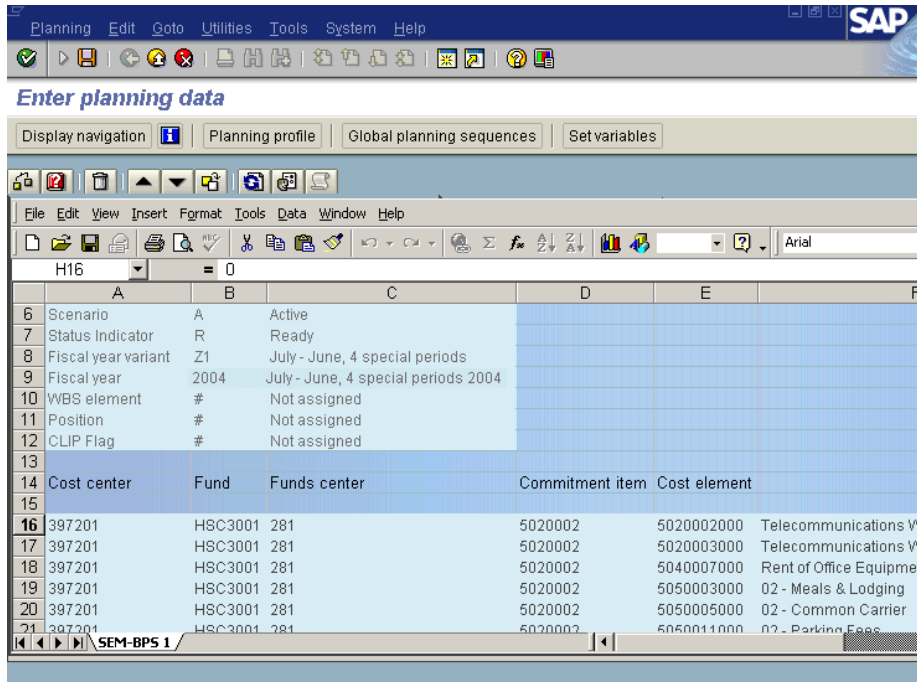
8. Identify the following component of the SEM-BPS Annual layout:

Planning areas	Technical name
▼ Budget Preparation Annual	AZSBP01A
▶ Annual Budget Validation	VALIDATI
▼ Annual Agency cost center budgeting	BCCABUCC
Cost Centers Package	AGENCCAL
Planning functions	Technical name
▼ Annual Agency cost center budgeting	BCCABUCC
▼ Set Scenarios	COPYSCNR
Save Scenario A to Scenario (VSCEN)	SAVESCNR
Save Scenario (VSCEN) to A	SAVESCNA
▼ Delete Scenario X	DELETESC
Delete Scenario (VSCEN)	DELETESC
▼ Change Status to Ready	STATUSCH
Set Status to Ready	STATUSCH
▼ Change Cost Center	CHANGECC
Change Cost Center	CHANGECC
▼ Distribute to periods by cost element	DISTRIBC
1 Period	PERIOD1
▼ Distribute to periods	DISTRIBU
1 Period	PERIOD1
▼ Manual planning	O-MP
Cost Center Planning	COSTC001



SEM-BPS Terms Review - Exercises

9. Identify the following component of the SEM-BPS Annual layout:



Enter planning data

Display navigation | Planning profile | Global planning sequences | Set variables

File Edit View Insert Format Tools Data Window Help

H16 = 0

	A	B	C	D	E	F
6	Scenario	A	Active			
7	Status Indicator	R	Ready			
8	Fiscal year variant	Z1	July - June, 4 special periods			
9	Fiscal year	2004	July - June, 4 special periods 2004			
10	WBS element	#	Not assigned			
11	Position	#	Not assigned			
12	CLIP Flag	#	Not assigned			
13						
14	Cost center	Fund	Funds center	Commitment item	Cost element	
15						
16	397201	HSC3001	281	5020002	5020002000	Telecommunications W
17	397201	HSC3001	281	5020002	5020003000	Telecommunications W
18	397201	HSC3001	281	5020002	5040007000	Rent of Office Equipmer
19	397201	HSC3001	281	5020002	5050003000	02 - Meals & Lodging
20	397201	HSC3001	281	5020002	5050005000	02 - Common Carrier
21	397201	HSC3001	281	5020002	5050011000	02 - Parking Fees

SEM-BPS 1



SEM-BPS Terms Review - Exercises

10. Define the following SEM-BPS terms:

a) Version

b) Scenario

c) Variable

d) Planning Profile

e) Planning Function



SEM-BPS Planning Versions - Exercises

11. What are the four versions in Annual Planning ?

- a) _____
- b) _____
- c) _____
- d) _____

12. Define the following State Agency User Roles:

State Agency Data Entry Role

State Agency Approval Role

State Agency BW Reporting User

SEM-BPS Functional Design / Navigation - Exercises

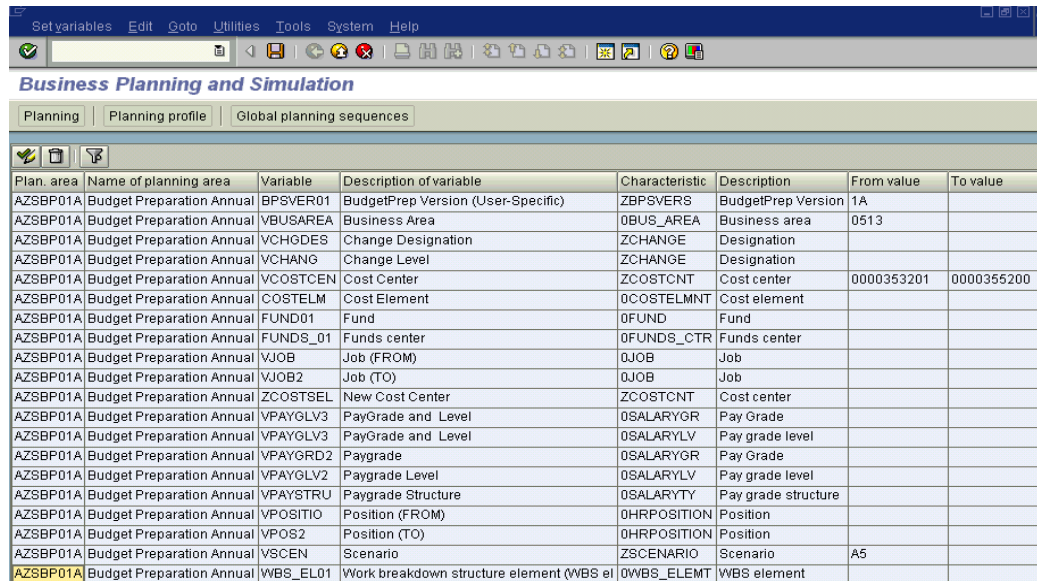
13. What are the two Annual Planning Profiles the agencies will use?

a) _____

b) _____

14. What would you do on the screen seen below?

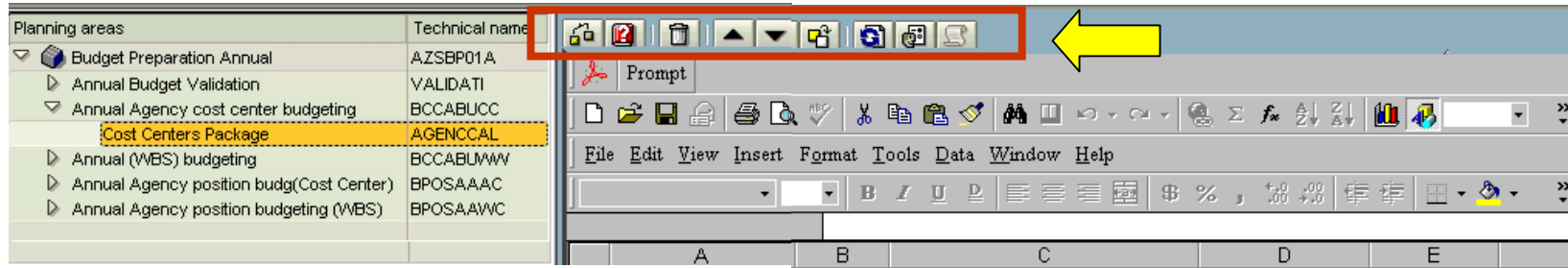
a) _____



The screenshot shows the 'Business Planning and Simulation' software interface. The 'Planning' tab is selected, and the 'Global planning sequences' sub-tab is active. A table lists various planning variables for the 'AZSBP01A' plan area. The table has columns for Plan area, Name of planning area, Variable, Description of variable, Characteristic, Description, From value, and To value.

Plan area	Name of planning area	Variable	Description of variable	Characteristic	Description	From value	To value
AZSBP01A	Budget Preparation Annual	BPSVER01	BudgetPrep Version (User-Specific)	ZBPSVERS	BudgetPrep Version	1A	
AZSBP01A	Budget Preparation Annual	VBUSAREA	Business Area	0BUS_AREA	Business area	0513	
AZSBP01A	Budget Preparation Annual	VCHODES	Change Designation	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCHANG	Change Level	ZCHANGE	Designation		
AZSBP01A	Budget Preparation Annual	VCOSTCEN	Cost Center	ZCOSTCNT	Cost center	0000353201	0000355200
AZSBP01A	Budget Preparation Annual	COSTELM	Cost Element	0COSTELMNT	Cost element		
AZSBP01A	Budget Preparation Annual	FUND01	Fund	0FUND	Fund		
AZSBP01A	Budget Preparation Annual	FUNDS_01	Funds center	0FUNDS_CTR	Funds center		
AZSBP01A	Budget Preparation Annual	VJOB	Job (FROM)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	VJOB2	Job (TO)	0JOB	Job		
AZSBP01A	Budget Preparation Annual	ZCOSTSEL	New Cost Center	ZCOSTCNT	Cost center		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV3	PayGrade and Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYGRD2	Paygrade	0SALARYGR	Pay Grade		
AZSBP01A	Budget Preparation Annual	VPAYGLV2	Paygrade Level	0SALARYLV	Pay grade level		
AZSBP01A	Budget Preparation Annual	VPAYSTRU	Paygrade Structure	0SALARYTY	Pay grade structure		
AZSBP01A	Budget Preparation Annual	VPOSITIO	Position (FROM)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VPOS2	Position (TO)	0HRPOSITION	Position		
AZSBP01A	Budget Preparation Annual	VSCEN	Scenario	ZSCENARIO	Scenario	A5	
AZSBP01A	Budget Preparation Annual	WBS_EL01	Work breakdown structure element (WBS el	0WBS_ELEMT	WBS element		

SEM-BPS Functional Design / Navigation - Exercises



15. Above is the tool bar on the planning layout screen, identify each icon's function:



a) _____



b) _____



c) _____



d) _____



e) _____



Microsoft Excel Settings - Exercises

16. Why do you need to change the macro security level in Microsoft Excel?

17. What macro security level do you set in Microsoft Excel?



SEM-BPS Signing on to the System - Exercises

18. On the SAP Logon what Logon path (description) do you use?

19. What Client should you be in when logging on to the system?

20. What is the only transaction you will use in SEM - BPS?



Strategic Enterprise Management(SEM) Overview Answers



1. The core applications for R/3 AASIS include:
 - a) Financial Accounting (FI) – includes Funds Management Module
 - b) Controlling (CO) – includes Project Systems
 - c) Materials Management (MM)
 - d) Human Resources (HR)
2. There are two components within the Strategic Enterprise Management Module that will be used by the State.
 - a) The Business Planning & Simulation (BPS) component will be used to prepare the financial data required to complete an Annual Plan and the Biennial Request.
 - b) The Corporate Performance Monitor (CPM) component will be used to prepare performance data – such as Strategic Plans, targets, measures and results.
3. The State has 2 budget planning periods:
 - a) BIENNIAL – 2 year period with fiscal years that begin on July 1st and end on June 30th
 - b) ANNUAL – 1 year period that begins on July 1st and ends on June 30th
4. What makes up the “Budget Quad?”
 - a) Fund
 - b) Fund Center
 - c) Commitment Item
 - d) Functional Area



5. Complete the following (ex. Funds center = appropriation code):
- a) Fund = 7 DIGIT CODE REPRESENTING CASH AND TREASURY FUNDS
 - b) Sub Funds Center = MISCELLANEOUS COMMITMENT ITEM
 - c) Commitment Item = BREAKDOWN OF EXPENSE CATEGORIES OF AN AGENCY'S APPROPRIATION
 - d) Cost Element = (GL CODE) MASTER RECORD DESCRIPTION OF REVENUE AND EXPENDITURES
 - e) Cost Center = ORGANIZATIONAL STRUCTURE OF AGENCY
 - f) Work Breakdown Structure = REPRESENTS GRANT AND CONSTRUCTION ACTIVITIES OF AN AGENCY
 - g) Functional Area = REPRESENTS CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) PROGRAMS
 - h) Business Area = 4 DIGIT AGENCY NUMBER WITH LEADING ZERO (EX. 0610)
 - i) Position Number = 8 DIGITS (EX. 22080157)
 - j) Job (short description) = 4 DIGIT CLASS CODE (EX. K153, 9906) (CASE SENSITIVE ON SEARCH)
 - k) Job (medium description) = CLASSIFICATION TITLE DESCRIPTION (EX. SECRETARY II) (CASE SENSITIVE SEARCH)
 - l) Classified = GRADES 1 - 26
 - m) Unclassified = GRADES 99 & 66
 - n) Pay Grade = GRADE ASSIGNED TO A JOB
 - o) CLIP = CAREER LADDER INCENTIVE PLAN



6. Complete the following (ex. Funds center = appropriation code):
 - a) Business Explorer Analyzer = REPORTING TOOL FOR BPS
 - b) Workbook = REPORT (EX. SALARY PROJECTION REPORT)
 - c) Variable = USED FOR DATA RESTRICTION WHEN EXECUTING A REPORT
(EX. VIEW POSITIONS IN A COST CENTER RANGE RATHER THAN ENTIRE AGENCY)
 - d) Refresh = FUNCTION TO ACCESS THE MOST CURRENT DATA (EX. CHANGES MADE IN BPS)
 - e) Pay Grade = GRADE ASSIGNED TO A JOB (NON-CLASSIFIED JOBS WILL HAVE THE 4 DIGIT
CLASS CODE IN THE PAY GRADE FIELD)
 - f) Pay Grade Level = 01
 - g) Pay Grade Types =
 - 01 - CLASSIFIED (GRADES 1-26)
 - 02 - NON-CLASSIFIED (GRADES 99 & 66)
 - 03 - EXTRA HELP

7. Components of the SEM-BPS Annual layout:
 - a) Planning Area
 - b) Planning Package
 - c) Planning Level



8. Planning Functions
9. Planning Layout
10. Define the following SEM-BPS terms:
 - a) VERSION = PHASES OF BIENNIAL OR ANNUAL BUDGET PROCESS
 - b) SCENARIO = ACTIVE AND “WHAT IF” PLANNING
 - c) VARIABLE = USED FOR DATA RESTRICTION WHEN EXECUTING FUNCTIONS
OR SEQUENCES
 - d) PLANNING PROFILE = ANNUAL OR BIENNIAL
 - e) PLANNING FUNCTION = MACRO WRITTEN TO EXECUTE A PROCESS - ONLY
UPDATES “ACTIVE SCENARIO”
11.
 - a) Version 0A = Current Plan
 - b) Version 1A = Agency Distributed Plan
 - c) Version 2A = DFA Reviewed Plan
 - d) Version 3A = Final Plan



12. ROLE

DEFINITION

State Agency Data Entry

User has the capability to produce standard Business Warehouse (BW) Annual Reports. User has the capability to enter and change data to complete the Annual Operations Plan.

State Agency Approval

User has the capability to produce standard Business Warehouse (BW) Annual Reports. User has the capability to enter and change data to complete the Annual Operations Plan. User has the ability to enter revenue and verify that the Annual Operations Plan does not exceed the authorized biennial budget. Approves the Annual Operations Plan prior to its submission to the DFA-Office of Budget.

State Agency BW Reporting

User will have the ability to display information in the system by having the capability to produce standard Business Warehouse (BW) Annual Reports.

13. What are the two Annual Planning Profiles the agencies will use?

- a) Annual Agency Profile
- b) Annual Agency Approval Profile

14. What would you do on the screen seen below?

- a) Set Variables



15.
 - a) Check validity of entry
 - b) Input help
 - c) Previous Combination
 - d) Other Combination. Select new value combinations
 - e) Refresh data to bring in recent changes

16. Why do you need to change the macro security level in Microsoft Excel?
To enable macros in the SEM-BPS system

17. What macro security level do you set in Microsoft Excel?
Medium security

18. On the SAP Logon what Logon path (description) do you use?
BWP[SEMPRD] - BWP Production

19. What Client should you be in when logging on to the system?
700

20. What is the only transaction you will use in SEM - BPS?
BPS0 (zero)



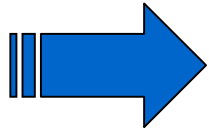
ANNUAL BUDGETING BUSINESS PROCESSES

ANNUAL PROCESS

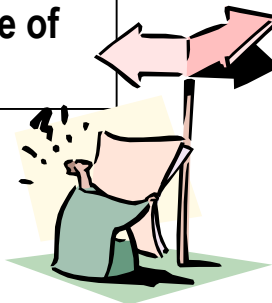
ROLE ➔

DFA Admin

DFA Data Entry



April, 2003
Provide instructions for agencies to use when preparing Annual Operations Plan (AOP) (DFA-Office of Budget Web Site)



Assist agencies during preparation of AOP



ANNUAL PROCESS

ROLE ➔

State Agency
Data Entry

State Agency
Approval

Produce BW Annual
Reports



Enter annual plan



Notify Management AOP
ready for review



Produce BW Annual
Reports



Verify AOP to authorized
FY budget within the
biennial period.



Certify Funding to support
AOP



Approve AOP



May, 2003
Submit to DFA-Office of
Budget

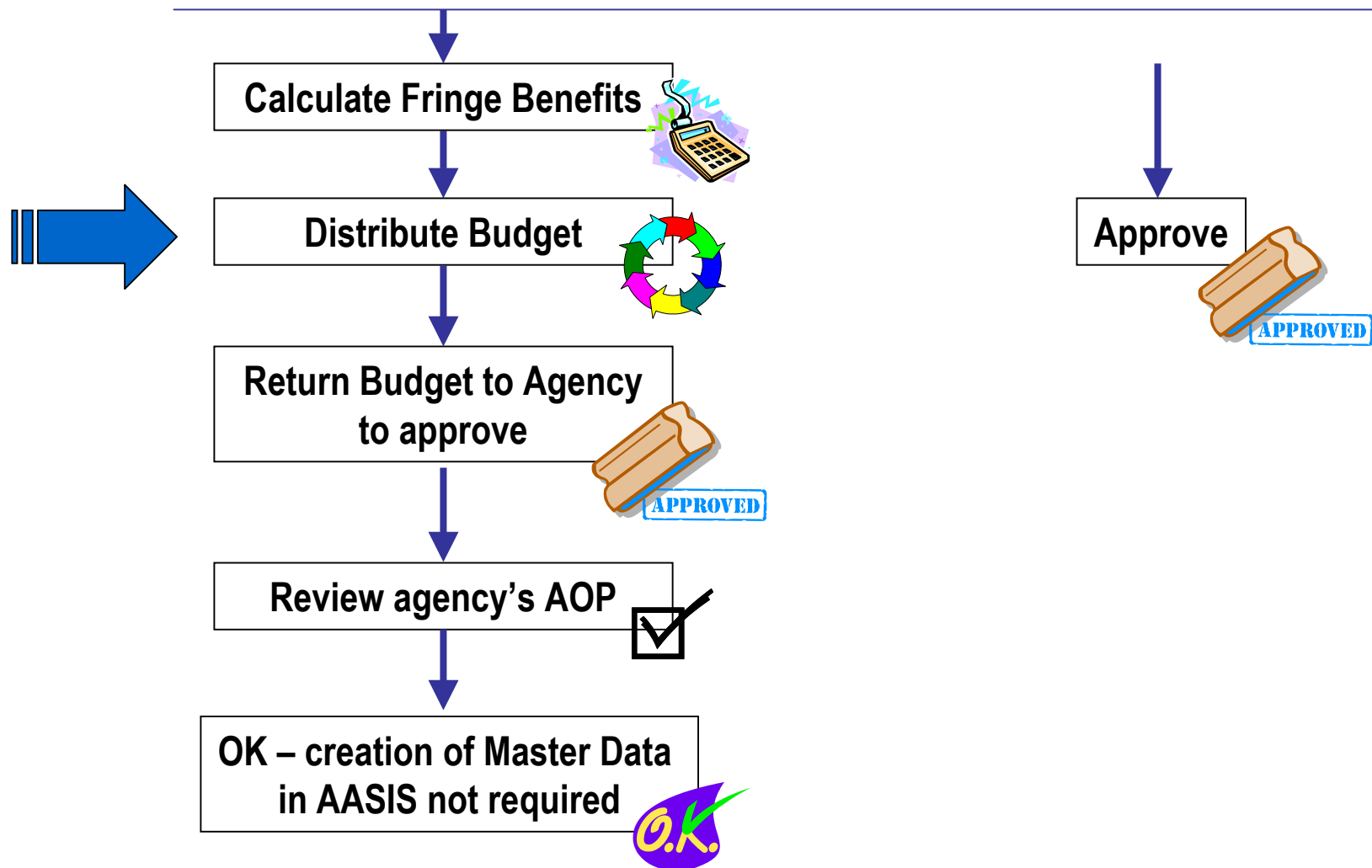


ANNUAL PROCESS

ROLE ➔

DFA Data Entry

DFA Admin

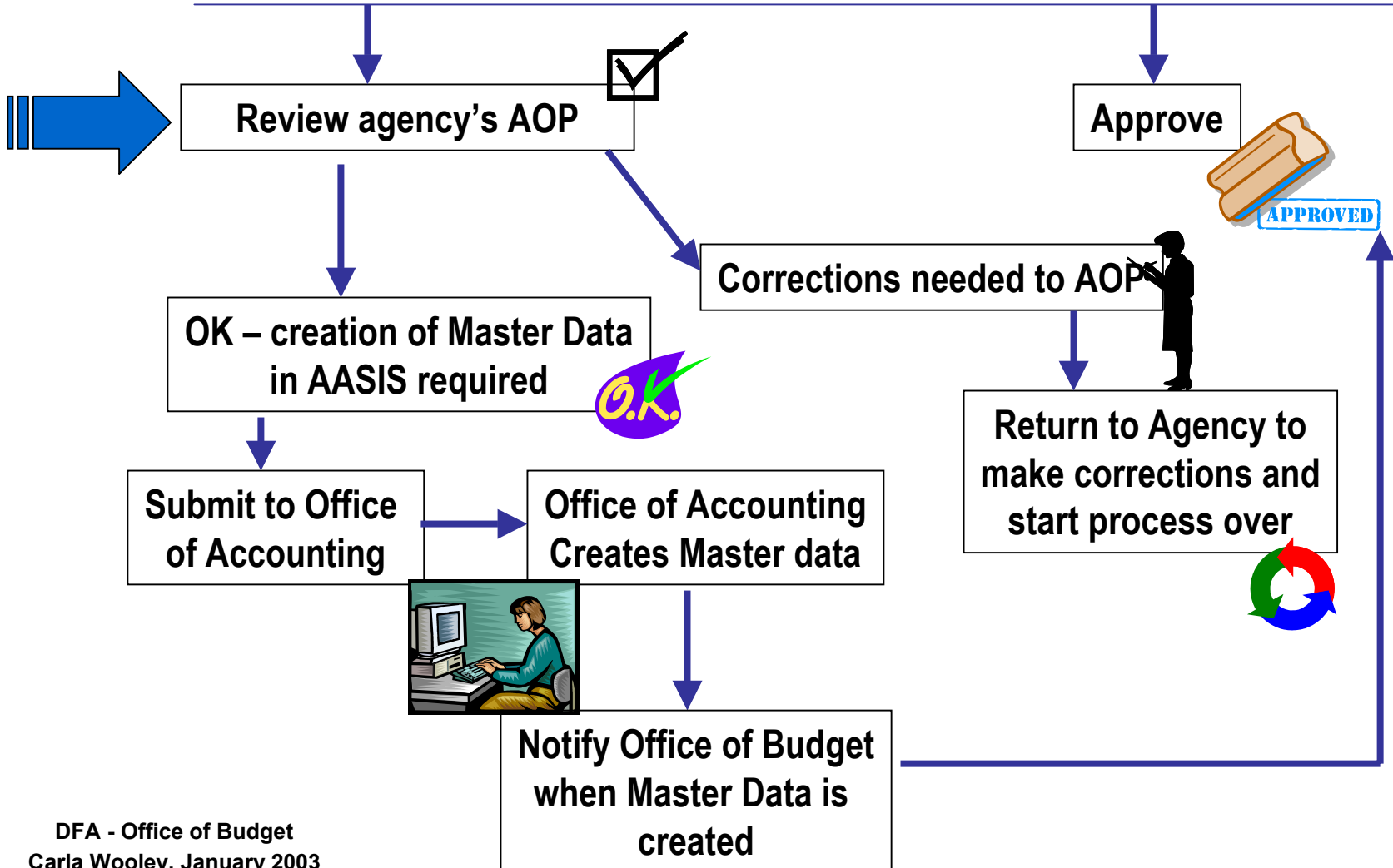


ANNUAL PROCESS

ROLE ➔

DFA Data Entry

DFA Admin



ANNUAL PROCESS

ROLE ➤

DFA Admin

